

## **TERMS AND CONDITIONS FOR PAYMENTS**

Please note that these Terms and Conditions relate only to the payment for events/conferences organised by ICPS and as such it is advised that you read the full Terms and Conditions set out below before making any payments to the Institute for Competition and Procurement Studies (ICPS).

- i. All applications to register for the conference are subject to availability, and full payment being made.
- ii. Our fees for attending the conference are set out on the relevant booking form, or the relevant invoice can be obtained from us upon request. Prices may be subject to change.
- iii. If you agree to payment being made via any means aside from a credit card, an invoice will be sent to you within 7 working days, setting out the relevant payment instructions and terms. Payment is due immediately upon receipt of this invoice.
- iv. If you apply to register for the conference less than 2 weeks before the date of the conference, ICPS will only accept payment via credit card, unless it is expressly agreed in writing. If for any reason we have not received payment in full by the date of the conference, you (or the attending delegate) will be asked as a condition of being allowed to attend the conference to provide payment via credit card on the day of the conference. We reserve the right to cancel your booking at any time if payment is not made.
- v. All credit card payments will be confirmed within 1 hour. All other payments shall be confirmed within 5 working days.
- vi. Once a payment is made, no refund will be given in respect of any cancellations or non-attendance. The decision to refund shall be made at the sole discretion of ICPS.
- vii. If there are any issues with the payment, you shall contact ICPS immediately via email at [icps@bangor.ac.uk](mailto:icps@bangor.ac.uk) or by telephone 01248 382907 (please check office hours).
- viii. It may be necessary for reasons beyond our reasonable control to alter the advertised content, timing and/ or location of the conference or advertised speakers. We reserve the right to do this at any time. Where we alter the time and/or location of the conference, ICPS will provide you with notice of the same and will offer you the opportunity to attend the conference as varied, or issue you with a refund. We shall not be liable for any further incidental expenses you may have incurred, such as travel or hotel arrangements: they are your responsibility.
- ix. ICPS accepts bookings on the understanding that if it cannot meet its obligations due to circumstances beyond its control, it will not be held liable for loss suffered either by the body making the booking, or any other third party.
- x. ICPS tries to ensure that all information contained on the website is correct and up to date but it does not accept any liability for any error or omission.
- xi. ICPS reserves the right to cancel any event and in doing so will communicate to organisation(s) affected accordingly.