

Conference Registration Terms and Conditions

1. Confirmation Process

1.1. Once you complete your online registration form, please check the order carefully before confirming it. After you have confirmed and submitted your reservation, we will process your booking registration immediately. Your booking is not confirmed until you receive an email confirmation from us.

1.2 If you do not receive our email confirmation within 48 hours of you submitting your online registration form, please contact us at hl.info.nucelebratingcypnursingconference2025@northumbria.ac.uk as soon as possible before the conference is scheduled.

1.3 It is your responsibility to update us of any changes to your contact details. Any changes can be conveyed to us at hl.info.nucelebratingcypnursingconference2025@northumbria.ac.uk

2. Venue & Special Requirements

2.1 You must comply with the rules and regulations governing the conference venue, Northumbria University, Newcastle. Northumbria retains the right to refuse admission to any individual who the University deems unsuitable to attend. Northumbria reserves the right to ask anyone to leave the premises if their behaviour causes or may cause a breach of any applicable legislation or whose behaviour may become a menace to other guests or staff, without compensation.

2.2 Northumbria operates a strict code of practice in connection with all fire safety, electricity at work and other health and safety regulations which delegates are required to observe at all times.

2.3 Northumbria does not accept any responsibility or liability in respect of loss or damage to equipment or personal property brought to Northumbria premises by delegates. Delegates' property or equipment should be removed forthwith at the conclusion of the booking period. Failure to do so may result in the removal or storage of any such items by Northumbria, and the cost incurred by Northumbria shall be payable by the delegate.

2.4 If you are using car parking facilities at the conference venue, you do so entirely at your own risk. We do not accept any responsibility for any loss and/or damage resulting from your use of such car parking facilities.

2.5. If you have any requirements due to a disability, food allergies or for any other reason, please ensure to detail these in the space provided within the conference registration form. If following registration, you have forgotten to disclose such information or need to disclose such at a later stage, please email us at hl.info.nucelebratingcypnursingconference2025@northumbria.ac.uk as soon as possible and, in any event, **seven days** before the start of the conference.

3. Conference Changes

We reserve the right to make any changes to the conference at any time without prior written notice. **For example**, such changes may include changing the programme (including, but not limited to, the speakers), date, time and/or the conference venue.

4. Cancellations & Substitutions

4.1. We reserve the right to cancel the conference at our sole discretion for any reason and at any time. In the event of such a cancellation, we will refund any registration fees paid, and we will use reasonable endeavours to notify you of such cancellation.

4.2. If you wish to cancel, you must email us at hl.info.nucelebratingcypnursingconference2025@northumbria.ac.uk as soon as possible as this will impact on whether we can give you a refund of your registration fees. Unless stated otherwise in the online registration form, if you cancel 30 calendar days or more before the first day of the conference, we will refund your registration fee. However, if you cancel less than 30 calendar days before the first day of the conference, we will not be able to refund your registration fees.

4.3 If you find you are no longer able to attend the conference however you are able to delegate your place to e.g. to a colleague, we are happy to accept a substitute delegate without charge. Please send your request at least three working days before the first day of the conference to hl.info.nucelebratingcypnursingconference2025@northumbria.ac.uk, setting out the name of the delegate, delegate pass details and name of the delegate substitute, designation/job title, organisation, contact email address, including a contact telephone number, and any dietary or access requirements. If the substitute delegate has differing requirements (e.g. dietary) from the original delegate, we may not be able to accommodate such changes if we have been given less than three working days' notice. We may reject any unsuitable delegates at our absolute discretion. The substitute delegate must be from the same organisation.

5. Registration Fees & Payments

5.1. Registration fees are correct at the time of going to press but may be subject to changes. The registration fees include light refreshments, lunch and conference materials, but do not include transport and/or accommodation.

5.2. Please note that payment of all registration fees must be made at the time of your registration booking. Payment of any bank transfer charges is your responsibility.

5.3. All sums payable by you under this **Agreement** are subject to any applicable tax, levy or similar governmental charge, including value added or sales tax, if applicable.

5.4. All sums due under this **Agreement** shall be paid in full without any set-off, counterclaim, deduction or withholding.

5.5. If any registration fees due have not been paid when they are due (“Debt”):

5.5.1. We reserve the right to cancel your registration without warning at any time prior to the first date of the conference. If we do not exercise our rights of cancellation prior to the conference, delegates whose registration fees have not been paid by the start of the conference shall be required to pay on-site in order to gain entry.

5.5.2. We shall be entitled to initiate proceedings against you without any notice in order to recover the **Debt**.

5.5.3. You shall be liable to pay (a) an administration fee and (b) interest (accruing on a daily basis) on the amount unpaid, in each case in accordance with the Late Payment of Commercial

Debts (Interest) Act 1998 (whether or not applicable to this Agreement) from the due date of payment, both after as well as before any judgment or order.

5.6. Any and/or all costs and expenses incurred by us (including legal costs and expenses) in recovering sums due under an unpaid invoice shall be recoverable from you.

5.7. Notwithstanding any other right or remedy, we may have, if you breach this clause 5, we may terminate this Agreement immediately by giving you written notice.

6. Data Protection

6.1 Personal data will only be collected for specified, explicit and legitimate purposes. Full General Data Protection Regulations (GDPR) Policy can be accessed [here](#).

7. Intellectual Property

7.1. Any and/or all IP in the conference materials shall be our sole and exclusive property (or the appropriate third-party owner(s), if any) and you shall not acquire any rights in such conference materials, including any developments or variations of them. Nothing in this Agreement grants you any IP rights in the conference materials. You agree not to reproduce, sell, and/or copy (in whole or in part) the conference material, except for purposes of post-conference references.

8. Cancellation of the Event by the Venue

8.1 If the conference is cancelled by Northumbria due to circumstances beyond Northumbria's control, including any breakdown of machinery, failure of supply of electricity or gas, leaking of water, act of God, pandemic, strike or industrial action, Northumbria will give as much notice as possible of to delegates due to attend the conference.

8.2 In the event of cancellation by the venue, Northumbria will endeavour to reschedule the event to a later date.

8.3 Northumbria's liability is limited to the return of the delegate's conference fee payment. Delegates are advised to take out insurance for any bookings in relation to residential accommodation and travel.