

Terms and conditions

Booking Conditions

A confirmation email will be sent to you on receipt of your booking. Please ensure that you include your correct email address upon registration. If you have requested an invoice one will be sent to you from Thomas Telford Ltd, a wholly-owned subsidiary of the Institution of Civil Engineers. Payment must be received before the conference date. If payment is not received, delegates will be asked to guarantee payment with a personal credit card.

Presenting authors

Presenting authors must register for the conference at the point of submitting their paper to the ICE. Only one presenting author is permitted per paper, second or third authors are required to pay at the delegate rate. No authors will be permitted to present their papers unless payment has been received.

All presenting authors must have registered and paid for the conference by 30 September 2008.

Should your paper not be accepted to the final conference, the ICE will refund your registration fee in full.

Early bird bookings

In order to qualify for this rate, your booking and payment must be received by 15 August 2008. If payment is not received by 15 August 2008, the full rate will apply.

Full rate

All bookings received after 15 August 2008 will be charged at the full rate and payment must be received prior to day one of the event. Should the Institution of Civil Engineers or Thomas Telford Ltd not be satisfied that payment has been received, a credit card guarantee will be required at registration before entry to the event will be permitted.

We are sorry that we are unable to accept provisional bookings.

Please Note: normal conference fees cover entrance to all sessions, conference documentation and available papers, coffee/refreshment breaks and lunch. Networking dinners or cocktail receptions may incur an extra charge.

However, where stated, some special promotional delegate offers may exclude some or all of these items.

No two discounts can be used at the same time, unless otherwise stated.

Joining Instructions

Joining instructions will be issued, by email, subject to receipt of payment. We cannot be held responsible for the non-arrival of registration information. If you have not heard from us within 14 days of the conference date, please contact The Events Team on events@ice.org.uk or 020 7665 2293

Cancellations / Substitutions

All cancellations must be made in writing at least two weeks before the first day of the event.

Cancellations made up to eight weeks before the first day of the event will be charged at 10% of the full price (with a minimum cancellation administration fee of £75 + VAT). Cancellations made between eight and two weeks before the first day of the event will be charged at 50% of the full price. Any cancellations made within the two weeks prior to the first day of the event will be charged at 100% of the full price.

Non attendance will be deemed as cancellation, and 100% of the fee will be charged.

It may be necessary for reasons beyond the control of the organisers to alter the content, timing and venue of the programme or the identity of the speakers. In the event that the conference has to be cancelled you will be entitled to a full refund of your delegate fees. The Institution of Civil Engineers will not be responsible for the reimbursement of any airfare, hotel or other costs incurred by potential delegates, presenting authors or attendees unless otherwise stated.

Liability

The Organisers do not accept responsibility for any loss of, or damage to personal property, however, the Delegate or Presenting Author will be responsible for damage to the property of the venue or the Organisers caused by themselves or their guests during an event and will agree to make good or pay full restitution for the making good of any such damage.

Personal injury or any kind of liability which may arise from the use of the venue caused by the Delegate or Presenting Author or guests of the Delegate or Presenting Author in any part of the venue will not be the responsibility of the Organisers.

The Delegate or Presenting Author will agree not to bring beverages or food of any kind into the venue and not to cause or permit the guests or invitees to do so.

Force Majeure

ICE shall not be held responsible for any delay or failure in performance of its obligations hereunder to the extent such delay or failure is caused by fire, flood, strike, civil, governmental or military authority, acts of God, acts of terrorism, acts of war, epidemics or acute outbreaks of communicable disease, the availability of the location for the Event or other similar causes beyond its reasonable control.

The Organisers shall not be liable to the Delegate or any Presenting Author for any loss or damage (whether direct or indirect) which may be suffered by the Delegate due to any circumstances or events beyond the Organiser's control including, but not limited to, acts of God, war, riot, strike, lock-out, trade dispute or labour disturbance, accident, breakdown of plant or machinery, fire, flood, storm, leakage, shortage of or inability to obtain materials, failure of supply of electricity or telephone or compliance with any regulation, direction or request made by a Government authority.

Conference Language

English, unless otherwise stated.

Data Protection

The Institution of Civil Engineers and Thomas Telford Ltd, are committed to protecting your privacy and security. From time to time we may invite you to supply personal information in order for us to provide you with services. In order to deliver such services, we will need to process and store your personal information and may need to transfer it to the relevant partner(s) such as ICE regional representatives, for processing both inside and outside the European Economic Area. By submitting your personal information, you consent to such processing and transfers in connection with such orders, offers or services and for any other purposes to which you consent at the time you provide the information. We will never wilfully disclose personal information about you to any third party, other than to process an order, without first receiving your permission or unless we are under a legal obligation to do so.

General

Nothing in these Terms and Conditions shall restrict or exclude any liability that we have to any party that cannot be excluded by law. These Terms and Conditions shall be governed by English law, and the courts of England and Wales shall have exclusive jurisdiction over any disputes arising.

Submission of this booking constitutes a legally binding agreement. UK delegates may request an invoice and requests must be endorsed with either a purchase order number or by an authorised signatory. For your reference our VAT registration number is GB 240 8777 47.