

ITI Conference 4-5 June 2024 John McIntyre Conference Centre, Edinburgh

Online Event Payment Terms and Conditions

This document sets out the terms agreed between You (“the Delegate”) and the Institute of Translation and Interpreting (ITI) upon which a Delegate may attend the online Event (defined below). Please read these Terms carefully as they contain important information.

1) Definitions

- 1.1 “Booking” means purchasing an online ticket for the Event via the ITI Conference website.
- 1.2 “Event” means the ITI Conference to be held on 4-5 June 2024.
- 1.3 “Fee” means the total sum payable by You to ITI for the ticket to attend the Event.
- 1.4 “FIT organisations” means members of the Fédération Internationale des Traducteurs / International Federation of Translators.
- 1.5 “ITI Conference website” means the website via which Bookings and payment for tickets for the Event can be made <https://www.iti.org.uk/events/iti-conference-2024/tickets.html>.
- 1.6 “Payee” means the individual paying for the ticket to the Event.

2) Ticket Types

The following ticket types are available for the Event and shall have the following meanings and characteristics. (There are four price bands dependant on membership type - member, student, FIT-member and non-member):

- 2.1 “Early bird virtual ticket” means a ticket that is available to ITI members at a discounted rate if booked before midnight on Friday 12 January 2024.
- 2.2 “Standard virtual ticket” means a ticket which permits online access to the Conference event platform, that is available to ITI members from the close of Early Bird until booking closes at midnight on 21 May 2024 and FIT and non members from 11 October 2023 until booking closes at midnight on 21 May 2024.
- 2.3 “Student virtual conference ticket” means a ticket which permits online access to the Conference event platform, that is available to student ITI members at a discounted rate until booking closes at midnight on 21 May 2024.

3) Tickets and Booking

- 3.1 Bookings for this Event are permitted up to midnight on 21 May 2024.
- 3.2 By purchasing a ticket to the Event you acknowledge the acceptance of these Terms.
- 3.3 Bookings for all ticket types for the Event can only be made via the ITI website.
- 3.4 ITI will try to assist with any special requests for a service made by You in relation to the Event which is not advertised, however we shall not accept any Booking that is conditional upon such special requests being met.

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- 3.5 Once purchased, tickets for the Event cannot be transferred to another attendee without the written permission of ITI.

4) Payment and VAT

- 4.1 Payment for all ticket types can only be made via the ITI Conference website using a credit or debit card. All payments must be made to ITI in Sterling via the ITI Conference website and any bank charges for foreign currency transactions shall be covered by the Payee.
- 4.2 Full payment for all ticket types are payable immediately in order to complete the Booking online.
- 4.3 All prices quoted are inclusive of VAT charged at 20%. You may be entitled to claim the VAT back on the conference cost and we suggest you discuss this with your accountant or tax adviser.

5) Cancellations

- 5.1 If You wish to cancel the Booking You shall notify ITI in writing prior to the Event date. The following cancellation fees are payable in relation to all ticket types, dependent on when the written notification of cancellation is received:
- Cancellation by 31 January 2024: Refund of Fee less 25%.
 - Cancellation during February and March 2024: Refund of Fee less 50%.
 - Cancellation during April 2024: Refund of Fee less 75%.
 - Cancellation on or after 1 May 2024: No refund, even in the event that ITI resells the cancelled attendance spaces after such cancellation by You.
- 5.2 In the event of non-attendance at the Event no refunds will be given.
- 5.3 ITI may (at its sole discretion) suspend the Event, change the date and/or viewing platform for the Event for any reason and if You are able to attend the revised Event, these Terms shall continue to apply. If You promptly notify ITI in writing before the date of the Event that You do not wish to attend the re-arranged Event, ITI shall reimburse the Fee to You. ITI shall have no other liability to You in respect of the Event.
- 5.4 ITI may (at its sole discretion) cancel the Event at any time for any reason and shall in such event reimburse the Fee to You. ITI shall have no other liability to You in respect of the Event.

6) Data protection

All information that ITI hold regarding your conference booking will be held and processed strictly in accordance with the provisions of the General Data Protection Regulations and [ITI's Privacy Policy](#).

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7) Recorded material

Online photographs, screenshots and video recordings may be taken at the conference. ITI may use these photos and videos in post-event publicity and on future marketing materials. In registering to attend the conference, delegates agree to ITI using the photographs and videos as set out above. If you do not wish to be in any photography or videos, you must notify the [ITI team](#) in advance for further guidance.

Delegates are not permitted to make their own video or audio recordings of any part of the event or use any photographs or videos for commercial purposes, unless they have ITI's permission. Please note: Other attendees at the conference (delegates, speakers, exhibitors and sponsors etc.) may also take screenshots, photographs and videos. ITI accepts no responsibility in connection with the use of these photographs or videos.

8) Accuracy of information

All information given in any literature produced by or on behalf of ITI is given in good faith and is intended as a guide to services /events available only and is subject to change without notice.

9) Jurisdiction

The construction validity and performance of this Agreement shall be governed by the laws of England and Wales and the Parties hereby submit to the exclusive jurisdiction of the English Courts.

10) Queries

If you have any questions regarding these terms and conditions please contact events@iti.org.uk.

ITI reserves the right to vary these Terms from time to time. No notification will be sent in the event of such variations unless such variations shall be fundamental to the performance of the contract.