

## Terms & Conditions

The term 'Events 4 Healthcare' or 'us' or 'we' refers to the owner of the website whose registered office is Spirella Building, Bridge Road, Letchworth Garden City. Our company registration number is 6237925. The term 'you' refers to the user or viewer of our website.

The use of this website is subject to the following terms of use:

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- Your use of this website and any dispute arising out of such use of the website is subject to the laws of England, Northern Ireland, Scotland and Wales.
  
- **Delegate non-attendance for free events**  
For events that are free to attend for NHS and Other Public Sector- Delegate registration is free for the capacity, delegates must book their place up to 48 hours prior to the event. We plan our catering and other arrangements according to the number of delegates registered; if you register for a Long Term Conditions event then fail to attend we reserve the right to charge a nonattendance fee of £50 + VAT to cover our costs.
  
- **Delegate cancellation – Free events**  
All cancellations must be notified in writing to [enquiries@events4healthcare.com](mailto:enquiries@events4healthcare.com) and must arrive no later than 72 hours prior to the event. After that date cancellations will be treated as Non Attendance (see above).
  
- **Delegate Cancellation – Paid Events**  
Refunds for cancellations will only be given up to 14 days before the course start date and will incur a £30 administration charge.

- **Changing delegate details**

There will be no charge if a substitute person wishes to replace the original delegate. Please inform our office at [enquiries@events4healthcare.com](mailto:enquiries@events4healthcare.com) of any change to the original booking.

- **Event Cancellation Policy**

Events 4 Healthcare's courses are constantly updated and improved and Events 4 Healthcare reserves the right to alter any of the courses' content without prior notice. Events 4 Healthcare reserves the right to cancel a course at any time without liability. In these circumstances, delegates will be offered an alternative date if possible.

- **Booking policy**

Please note your booking is not confirmed until you receive, in writing, a booking number from Events 4 Healthcare; only when this has been received is your booking secure.

- **Privacy policy**

Events 4 Healthcare will not keep any credit card details on file and after each event all this information will be securely destroyed.

- **DATA PROTECTION**

As a registered delegate or visitor you will receive information relating to this event.

You may also receive information about other Events 4 Healthcare related products or services via email, direct mail, SMS or telephone, if you do not want to receive this information, please e mail:

[enquiries@events4healthcare.com](mailto:enquiries@events4healthcare.com)

Events 4 Healthcare may also make your details available to carefully selected third parties who have offers that may be of interest to you, if you do not want to receive this information please write e mail:

[enquiries@events4healthcare.com](mailto:enquiries@events4healthcare.com)