

Programme Cancellation and Substitution Policy

Substitution requests:

1. If you are unable to attend the programme we welcome substitute delegates attending in your place at no additional cost.

For administration reasons, all requests for substitutions must be received via email at least 24 hours before the programme with the name, job title and contact email for both the registered and replacement delegates: Nicky@womeninbusinessni.com

2. Changes will become effective on the date of written confirmation

Cancellation policy:

1. Cancellations must be received in writing (via email or post) in advance of the first programme date. The following cancellations charges apply:

- a. 6+ weeks' notice: Full refund
- b. 5-6 weeks' notice: 60% refund
- c. 4-5 weeks' notice: 40% refund
- d. 0-4 weeks' notice: No refund
- e. Failure to attend: No refund

Amendments/Cancellation by Women in Business NI

1. Amendments: Women in Business NI reserves the right to modify the programme up to the day of the event. We work with partners and facilitators who put programmes together through extensive and on-going research in order to provide the most up-to-date and relevant information. This means that occasionally the programmes change over the duration of the campaign. Other times it may be necessary, due to unforeseen circumstances, to alter the programme, venue and/or speakers.

Regrettably, this means no refunds or credit-notes can be issued in line with the cancellation policy.

2. Cancellation: If unforeseen circumstances cause Women in Business NI to cancel a programme all delegates will be informed as soon as possible, and a full registration fee refund will be made.

3. Cancellation: If, for any reason, Women in Business NI must cancel a programme, Women in Business NI accepts no responsibility for covering travel, hotel or other costs incurred by delegates and guests.

Payment:

- 1. Payment must be received, in full, prior to the event if paying online or by phone.
- 2. If full and cleared payment has not been received prior to the event you will be asked to make payment in line with terms of invoice and cancellation policy.
- 3. You will receive a confirmation via email within 24 hours of receipt of payment confirming your registration

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