

## **FEAPDA Congress 2024 cancellation policy**

### **The following terms and conditions apply to the 27<sup>th</sup> FEAPDA Congress**

1. If you are unable to attend the event you are booked on, you may arrange for an alternative delegate from your organisation to attend in your place.

### **If you wish to send a substitute you must inform the conference organisers and confirm the name and contact details of the substitute.**

2. If you wish to cancel a booking, such cancellations must be sent to the event organisers in writing. Cancellation charges may apply.

### **Cancellation charges**

#### **The following charges will apply following cancellation of a booking:**

12 weeks before the event: no charge

4 – 12 weeks before the event: 50% of booking fee

2 - 4 weeks before the event: 75% of booking fee

Less than 14 days before the event: 100% of booking fee

Cancellation of the event by the organisers

In exceptional circumstances, the event may be cancelled for reasons beyond FEAPDA's control.

### **In these circumstances, delegates with a confirmed booking will have the following options:**

- Requesting a full refund of the delegate fee paid
- Carrying forward the booking for a postponed event. In such cases, delegates would be guaranteed a place at the postponed event
- Naming a substitute representative of your organisation for attendance at the rearranged event

### **If you have any further questions about the cancellation policy, please contact the**

**Congress organisers: [conferencecommittee@batod.org.uk](mailto:conferencecommittee@batod.org.uk).**