

Event Terms and Conditions:

1. Places are limited and will be allocated on a 'first-come, first-served' basis. Full details for delegates will be sent separately by email approximately 10 days before the event is due to take place.
2. Please be aware that submission of your registration does not constitute confirmation that a place has been awarded to you. You will receive an email confirmation of your registration. If this does not happen, please check your emails and then contact us.
3. The University of York will not be held liable for any costs incurred by you prior to a confirmed place being awarded.
4. The University of York will not be held liable for costs incurred due to circumstances outside of our control, such as transport delays, late changes in venue availability, or any other restrictions.
5. Delegates will be responsible for any travel and subsistence costs incurred up to the point of their arrival at the event venue and for their return journey at the end of the event.
6. This event is free to attend however, we ask you to bear in mind that it is paid for using public funds. If you cancel your attendance, we may still have to pay for the full cost of your place which is a waste of money that we could have used to support alternative Network initiatives.

Therefore, please take time to consider your availability before applying for a place, and if necessary, seek the permission of your line manager before registering.

It is also important that you let us know if you do not require specific meals to avoid the food waste. *Meals requested but not taken without good reason **will be billed back** following the event to help us to reduce waste.*

7. If you are awarded a place at this event but do not attend it without first notifying us, the HVB Network reserves the right to reject future applications from you to attend HVB Network events.
8. Your registration details will be shared with the meeting venue and caterers so that they can process your accommodation, food and any other requirements. A delegate list will be produced for the event, but it will only contain names and organisations. We will not share your email address with other delegates without your permission.
9. HVB is an inclusive organisation, and we aim to assist all participants to access our events. If you have any specific requirements, please contact us in good time before the event and we will do our best to assist you. For specific dietary requirements the venue may not always be able to guarantee availability, but we will do our best to accommodate your needs.
10. All participants at HVB events will behave in a respectful manner towards other delegates, HVB staff and venue staff. This is particularly important during discussion sessions so that we can ensure everyone is valued. If you experience any difficulties, please speak to a member of the HVB management.