



International
association of
bookkeepers

IAB events booking terms and conditions

Booking:

To book to attend an event the booking process must be completed including making full payment of the fees due. Your place cannot be confirmed until this has taken place. By booking a place, you confirm you will attend the event. All bookings are subject to availability. You will receive written confirmation of your booking and the joining details for the event will be sent within approximately 7 days of the date of the event. Event bookings are required in advance of the event and it is not possible to turn up on the day without booking a place.

If you have any dietary or special requirements you must let us know at least 14 days in advance of the event so the necessary arrangements can be made with the venue.

Where there are different rates to attend an event such as for IAB professional members, guests of IAB professional members, and other guests/non-members then you must provide the relevant details to qualify for the rate you are booking at. If you are an IAB professional member, you must provide your membership number at the time of making the booking. If you are a guest of an IAB professional member then you must provide the membership number of the member whose guest you are.

If you are a member of another organisation or professional body where an agreement has been made with the IAB for their members to pay the IAB members rate then you will need to quote your membership number with that organisation to be able to qualify for the reduced rate.

If you book at the incorrect rate and are unable to provide the relevant information then you will be required to pay an additional amount, which will be the difference between the rates.

Cancellation:

Cancellation by the delegate

If you have booked to attend an IAB event and wish to cancel your place you will need to write in to confirm the cancellation. Written confirmation can be sent to: membership@iab.org.uk or Suite 5, 20 Churchill Square, Kings Hill, West Malling, Kent, ME19 4YU.

If you cancel with at least 30 days' notice prior to the date of the event then you will be entitled to either have a credit on your account for the amount paid which can be put towards a future event or you can request a full refund.

If you cancel within 30 days of the date of the event then a refund will not be given unless in exceptional circumstances which you would need to contact us about and we would have the final say about whether this would be classed as an exceptional circumstance. Please note refunds will also not be given for non-attendance on the day. This is because funds will already have been committed to paying for the event.

If you wish to cancel your place but have somebody who would like to attend in your place then this change can be made free of charge right up to the day before the event. However, the change must be made in writing.

We will not be held liable for any travel or accommodation costs you incur in relation to attending the event if you cancel your place regardless of the reason.

Cancellation by the IAB

We only cancel events when absolutely necessary but we reserve the right in exceptional circumstances to do so as well as reschedule events or make changes to the event programme. The programme is subject to change without prior notification. If the event is cancelled or re-arranged then you can request to transfer to another event if there is another event available to attend. Alternatively you can request to have a credit on your account for a future event or a full refund.

We will not be held liable for any travel or accommodation costs you incur in relation to attending the event should it be cancelled or rescheduled.

Data protection

To view our privacy policy for how we collect and use personal details provided to us following on from an event booking please visit: <https://www.iab.org.uk/privacy-notice-for-events/>.

Personal belongings

We cannot be held responsible for any personal belongings taken to the event which are left behind, lost or damaged.

Photography and filming

During events photography or filming may take place. Photographs and videos will be used in the future for the purpose of promoting the IAB and other events.

If you are featured in any photos or videos then they will not be used unless you have given your consent.