

## **VAT**

Under UK Customs & Excise Regulations delegates from all countries are required to pay VAT on any event taking place in the UK. Delegates will be sent information on how to claim back VAT.

## **PAYMENTS**

All payments must be received within 10 days of booking. Failure to pay within this time may result in the conference place being cancelled.

## **CANCELLATIONS**

Cancellations must be received in writing 2 weeks prior to the date of the course and will be charged at 50% of the booking cost. Cancellations received within 2 weeks of the course date will be charged at 100% of the booking cost. Substitutions are welcome at any time.

Thomson Reuters GRC reserves the right to change the venue, date, content or speaker of its conferences at any time. In the event that the venue or date is changed Thomson Reuters GRC will not be responsible for covering airfare, hotel or any other costs incurred by the registrants. In the event that Thomson Reuters GRC cancels the conference, Thomson Reuters GRC reserves the right to transfer this booking to be held in the following 12 months or to provide a credit note of an equivalent amount to another conference within the following 12 months.

## **LIABILITY**

By completing this registration form the client hereby agrees that Thomson Reuters GRC will not be able to mitigate its losses for any less than 50% of the total booking cost.

## **CONFIRMATION**

Telephone bookings are provisional until written confirmation is received either by fax with credit card details or by post with a cheque. Alternatively an invoice can be sent out in which payment must be made within 10 working days of booking. Bookings made within 4 weeks of the conference must be paid by credit card or cheque.

*These terms and conditions were last amended on January 6, 2011.*