



Promoting · Supporting · Influencing

Event Booking Terms and Conditions and Cancellation Policy

Booking

- For current event costs and dates, please refer to our website, www.rcm.org.uk
- Before booking onto the event, please ensure you have read the event programme and content, to ensure the event will meet your needs.
- If the event registration/booking form is completed by an individual other than the named delegate, it is the responsibility of the booker to ensure the delegate is authorised and able to attend.
- Upon receipt of your registration and payment your place(s) will be confirmed.
- **Important note** RCM's acceptance of your booking brings into existence a legally binding contract between us on these terms and conditions.

Invoicing and payment

- Delegate fees are payable upon booking.
- For online bookings paid at the time of booking, invoices/receipts will be issued electronically from the booking website on completion of the booking.

Event attendance

- Delegates will receive joining instructions via email to the email address provided on the booking form.
- It is the responsibility of the individual completing the event registration/booking form to ensure joining instructions are received by the delegate. Instructions will be sent via email to the email address provided on the booking form.
- If the joining instructions are not received, it is the responsibility of the individual who completed the event registration/booking form to contact the Royal College of Midwives Events team to arrange for them to be reissued.
- Failure to attend the event will result in the full cost being incurred. No refund shall be given.
- RCM will send all correspondence primarily via email to the email provided on the booking form. If alternative details are received after the booking form has been submitted, they will supersede the original details and all future correspondence will be sent to the new address.
- It may be necessary, for reasons beyond the control of RCM, to change the content and timing of the programme, the date, the venue or the speaker(s).

Cancellations and Amendments

- All requests for cancellations and/or transfers must be received in writing.
- Changes will become effective on the date of written confirmation being received.
- The appropriate cancellation charge will apply based on the cost of your booking.

The Royal College of Midwives
15 Mansfield Street
London W1G 9NH

T: 0300 303 0444 Open 24 hours a day, 7 days a week.
F: 0207 312 3536
E: info@rcm.org.uk
W: www.rcm.org.uk





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Calendar days notice before the start date of the event	Refund applicable
31 calendar days or more	100% refund of fee
Between 1 and 30 calendar days (inclusive)	No refund will be given
Failure to attend	No refund will be given

- In the event of a delegate named on the booking form being unable to attend, we will accept substitution of another delegate.
- In the event of there being insufficient numbers booked onto an event RCM reserves the right to cancel or postpone the event.
- In the event of cancellation of an event by RCM we will endeavour to inform all delegates two weeks before the event is due to take place, although please be aware that this is not always possible. All event fees paid will be reimbursed in full. RCM shall not accept liability for any consequential loss and shall have no liability to reimburse any other costs that may have been incurred, including transport costs, accommodation etc.

Marketing

Here at The Royal College of Midwives we take your privacy seriously and will only use your personal information to provide the products and services you have requested from us. However, from time to time we would like to contact you with details of other events and campaigns we provide. If you agree to being contacted in this way, please tick the relevant boxes on your booking form.

If you have consented to receive marketing, you may opt out at a later date. You have a right at any time to stop us from contacting you for marketing purposes. If you no longer wish to be contacted for marketing purposes, please email events@rcm.org.uk or call 0300 303 0444.

How will my data be used?

Personal information which you supply to us will solely be used for:

- Statistical data analysis
- Marketing
- RCM Campaigns

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