



ITAM Review event terms and conditions and cancellation policy

Event attendance

- Unless stated otherwise, ITAM Review Events are for end users only; any vendors, partners or consultants should contact Henry Lee, Commercial Director - henry.lee@itassetmanagement.net - to discuss sponsorship opportunities.
- Delegates will receive joining instructions via email to the email address provided on the online booking form.
- It is the responsibility of the individual completing the event registration/booking form to ensure the delegate receives joining instructions. 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 ITAM Review to arrange for them to be reissued.
- Failure to attend the event without providing a minimum of 7 days notice before the event date will result in the cancellation fee for chargeable events, or the full price of the ticket cost being incurred.
- ITAM Review will send all correspondence primarily via email to the email provided on the booking form.
- It may be necessary, for reasons beyond the control of ITAM Review, to change the content and timing of the programme, the date, the venue or the speaker(s).

Cancellations and Amendments

- ITAM Review reserves the right to cancel or remove at any point any delegate bookings made by non end users.
- All requests for cancellations by delegates and/or transfers must be received in writing.
- Delegate changes will become effective on the date of written confirmation being received.
- In the event of a delegate named on the booking form being unable to attend, we will accept substitution of another delegate on the condition that written notification of the substitution has been received by us prior to the event date.
- In the event of there being insufficient numbers booked onto an event ITAM Review reserves the right to cancel or postpone the event.
- In the event of cancellation of an event by ITAM Review, we will endeavour to inform all delegates at least 2 weeks before the event is due to take place, although please be aware that this is not always possible. All event fees paid for chargeable events will be reimbursed in full, or the payment will be transferred in full to another ITAM Review event. ITAM Review 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.

Event Provisions

- Organising and financing accommodation and travel are the responsibility of the delegate.
- Where food and refreshments are to be provided, any special dietary requirements need to be notified in writing to ITAM Review in advance of the event, as specified in the event details.

Force Majeure

- ITAM Review shall not be liable to refund of fees or for any other penalty should the event be cancelled due to inclement weather, war, fire, strike lock-out, industrial action, tempest, accident, civil disturbance or any other cause whatsoever beyond their control.