



## **IDPE 2019 Annual Conference Terms and conditions**

### **Early bird discount**

- The booking deadline for our early bird discount is **5pm Friday 22 March 2019**

### **Payment**

- Payment can be made when booking online or you can request an invoice, at the time of booking. Payment will be required within 30 days of the date of the invoice, or before the conference commences, whichever is soonest
- Details of how to pay will be included on the invoice

### **Cancellations**

- All cancellations must be received in writing and emailed to [info@idpe.org.uk](mailto:info@idpe.org.uk)
- Cancellations received before 5pm on **Friday 12 April 2019** will receive a full refund
- Cancellations received after 5pm on **Friday 12 April 2019 and before 5pm on Friday 10 May 2019** will receive a 50% refund
- Cancellations received after 5pm on **Friday 10 May 2019** will not receive a refund
- Delegates can only transfer their booking to another delegate within their school

### **Membership**

#### **IDPE school members**

- The discounted package prices apply to IDPE members only. Non-members wishing to receive the members discount must join IDPE for the 2019 calendar year

#### **Corporate Partners**

- Corporate delegate rates apply to IDPE Corporate Partners only. Corporate Partners must join IDPE for the 2019 calendar year

### **Your privacy**

Any information collected from the online registration will be processed in accordance with the UK Data Protection Act 2018 and General Data Protection Regulation (GDPR) and may be used for the provision of any further relevant information and demographic analysis.

IDPE does not share conference delegates' personal information with third parties without your permission. Our key corporate sponsors would like to contact delegates no more than once before or after the conference for the sole purpose of providing information and news relevant to schools' development. Please indicate on the booking form or email [info@idpe.org.uk](mailto:info@idpe.org.uk) if you are happy for us to share your e-mail address with up to six of our 2019 annual conference sponsors.