



WSRO Annual Meeting 2024 Booking & Registration Terms & Conditions

- **Confirmation** - By completing the registration form, members and any guests are accepting WSRO's cancellation terms and conditions.
- **Payment of registration fees** - WSRO Annual Meeting registration fees are to be paid in GBP by bank transfer only. Payment must be made within 30 days from the date of the invoice, or at least seven working days before the Annual Meeting commences (whichever is the soonest).
- **No deductions or withholdings** - All fees should be paid free and clear of all deductions (including currency variations or bank transfer charges).
- **Delegate Cancellation / Substitution** - No refunds will be made for cancellations received after 19th May 2024. Substitution of delegate places is permitted. If the organisation wishes to nominate a colleague, we can transfer the registration to another employee of the same organisation. Name changes for accommodation bookings must be made with the hotel directly. WSRO is unable to assist with accommodation name changes.
- **Event Cancellation** - In the unlikely event that the Meeting cannot take place in Dijon as planned, WSRO will refund 50% of delegate fees & sponsorship fees for partners. In such case, a virtual Meeting Programme will be offered instead.
- **Accommodation & Travel** - Members are responsible for making their own travel and accommodation reservations, including any changes to booked accommodation or cancellations. WSRO takes no responsibility for any financial penalties incurred cancelling accommodation and travel bookings and is unable to provide any administrative assistance for changes to booked accommodation, or cancellation of room bookings. For accommodation terms and conditions, including Hotel de La Cloche's cancellation terms please contact the hotel.
- **Scheduled Timings** - Scheduled timings and speakers are subject to change, as it may be necessary for reasons beyond our control to alter the content and session timings of the Annual Meeting.
- **Data Protection** - WSRO is committed to protecting and respecting your privacy. We will only use your personal information to administer your account and to provide the services you requested from us. We would like to provide a Delegate List to share with all WSRO members at our Annual Meeting, in order to facilitate networking. We will request your consent before adding your business details - specifically name, job title, company name and business email - to the list and sharing with the other WSRO members.