

ProShare Event Terms and Conditions

All bookings for ProShare (part of the ICSA: The Governance Institute) are entered into subject to these terms and conditions. By making a booking you agree, on behalf of yourself, your organisation and attendees from your organisation, to be bound by these terms and conditions. In these terms and conditions, the expressions 'you', 'your' and attendee(s)' means the party booking a place(s) at the event.

Cancellation of an event

ProShare reserves the right to alter the contents of any event or the presenters of any event and/or the venues at which the event is planned to be held and to cancel the event at its sole discretion. In the event of a cancellation by ProShare, other than a failure by you to pay the invoice in accordance with these Terms and Conditions, a full refund of the booking fee can be made with no further liability on the part of ProShare, or ProShare can offer a credit toward an alternative event.

In the event of cancellation by ProShare it will endeavour to contact all attendees to the event wherever possible through the contact details given by the attendee.

Incidental expenses

ProShare is not responsible for reimbursing travel, accommodation or any other costs or expenses incurred by attendee(s) to the events.

Cancellation by you

Refunds will only be made for guests withdrawn (by giving notice in writing up to 30 days before the event) Any refunds could be subject to banking and administration charge. All refunds will be processed after the event.

ProShare and The ICSA reserves the right to charge the full registration fee in respect of any attendee(s) who cancel their booking(s) or withdraw from an event within 30 days of commencement of the event. However, you are permitted to substitute a delegate at any time up to 1 week before an event is due to commence. Please register your replacement delegate by emailing team@proshare.org

Payment

If payment is required for you or your guests' attendance, you will be required to make the payment within 30 days of the invoice or before the event if that falls within the 30 days. Note your reservation and attendance may be withdrawn if cleared payment has not been received prior to the commencement of the event, and booking of future events may be denied.

Tickets for events are made available on a first come, first served basis and you will not be registered to attend an event until a confirmation has been received from ProShare.

Other information

ProShare & ICSA will process your data in accordance with the principles of GDPR. These details will be used to process your application/registration to this event. Your contact details may be made available to the event partner or event host, or used by us, to send you information about this event.

Photographs and/or video footage may be taken at any ProShare or ICSA event and your image may be used on our websites, publications, promotional material and publicity in the future. No references will be made that link your image with any other personal data, unless specifically agreed.