

CLA Annual Conference

Terms & Conditions

1. Registration for the Conference constitutes acceptance of these terms and conditions.
2. Registration will only be accepted by online registration [here](#), or by using the approved registration form.
3. Payment of the Conference Fee is due on registration. The Executive Committee of the CLA reserves the right to refuse entry to the Conference to anyone whose Conference Fee has not been received in full.
4. Payment must be made in full for the Conference; no reduction or refund is permitted for attendance for less than the whole day.
5. If after paying the Conference Fee, you are no longer able to attend the Conference, a replacement delegate from your organisation may attend in your place provided that:
 - the name and contact details (firm/organisation, address, email address and telephone number) of the replacement delegate is notified by email to the administrator (Carol Baker admin@charitylawassociation.org.uk) no later than two days before the day of the Conference; and
 - the administrator has confirmed the change of delegate by email.
6. Otherwise, our delegate cancellation policy is set out below:
 - Cancellation 28 days or more before the Conference – refund of 80% of the Conference Fee
 - Cancellation more than 14 days but less than 28 days before the Conference – refund of 50% of the Conference Fee
 - Cancellation 14 days or less before the Conference – no refund.

Any cancellation must be notified by email to and received by the administrator (Carol Baker admin@charitylawassociation.org.uk). Telephone cancellations are not accepted.
7. The Executive Committee of the CLA reserves the right to change the content, speakers and/or venue for the Conference. In the event that the Conference is cancelled, any Conference Fee paid will be refunded, but no other losses or compensation will be payable.
8. Your name and organisation may be included in the delegate list for the Conference. Please email the CLA administrator (Carol Baker admin@charitylawassociation.org.uk) if you do not wish for your information to be used in the above way.