

ICE Coastal Management 2019 - Terms and Conditions

24-26 September 2019 | La Rochelle, France

Booking Conditions

A confirmation email will be sent to you on receipt of your booking. If the option for invoice is available, and you requested one at the time of booking, one will be sent from the Institution of Civil Engineers. Payment must be received before the conference start date. If payment is not received, delegates will be asked to pay in full before entering the event.

All received final papers will be made available online 4 weeks before the event to attendees who have paid their fees in full.

Presenting authors

Presenting authors must register for the conference at the point of submitting their paper to the ICE. Only one presenting author is permitted per paper, second or any additional authors are required to pay at the relevant delegate rate. No authors will be permitted to present their papers, or have their papers published in the conference proceedings (if such proceedings are produced) unless payment has been received.

All presenting authors must have registered and paid for the conference by the advised deadlines. In the event a paper is not accepted to the final conference, ICE will refund any paid registration fees in full.

Delegates early registration discounts

In order to qualify for the discounted rate described in the conference pricing, booking **and** payment must be by the advised deadlines. If payment is not received, the full rate will apply.

Delegates full rate

All bookings received from 1 June 2019 will be charged at the full rate and payment must be received prior to day one of the event. All invoice payments are due 30 days of the invoice date or 14 days before the conference, whichever is soonest. Should the Institution of Civil Engineers not be satisfied that payment has been received, a credit card payment will be required at registration before entry to the event will be permitted.

We are sorry that we are unable to accept provisional bookings.

Please Note: normal conference fees cover entrance to all sessions, conference documentation and available papers in electronic format, coffee/refreshment breaks and lunch. Networking dinners or cocktail receptions, site visits and other additional events may incur an extra charge as described in the conference pricing. However, where stated, some special promotional delegate offers may exclude some or all of these items.

No two discounts can be used at the same time, unless otherwise stated.

Name Badges will only be issued to registered attendees, meeting the booking conditions. Access to the event, partial or in full is subject to meeting the booking conditions. Guests (including, but not limited to, spouses, siblings and children) will not be permitted unless fully registered and meeting the booking conditions.

Joining Instructions

Joining instructions will be issued, by email, subject to receipt of payment. We cannot be held responsible for the non-arrival of registration information. If you have not heard from us within 14 days of the conference date, please contact The Events Team on events@ice.org.uk or +44 (0) 20 7665 2226

Cancellations / Substitutions

All cancellations must be made in writing to the events team.

For all attendees, Cancellations made up to eight weeks before the first day of the event will be charged at 10% of the full price (with a minimum cancellation administration fee of £50 + VAT).

For Delegates (i.e. all attendees excluding presenting authors), cancellations made between eight and two weeks before the first day of the event will be charged at 50% of the full price. Any cancellations made within the two weeks prior to the first day of the event will be charged at 100% of the full price.

For Presenting Authors, any cancellations made less than 30 days before the start of the event will be charged in full.

Non attendance will be deemed as cancellation, and 100% of the fee will be charged. Substitutions can be made, in writing to the ICE events team, at any time before the start of the conference.

Where an event extends into several sessions and/or days, each event pass is personal and cannot be partially exchanged or shared. Where sessions (or conference days) can be booked separately but a discount is offered for buying a package, those passes cannot be shared or partially exchanged.

It may be necessary for reasons beyond the control of the organisers to alter the content, timing and venue of the programme or the identity of the speakers. In the event that the conference has to be cancelled, you will be entitled to a full refund of your delegate fees. The Institution of Civil Engineers will not be responsible for the reimbursement of any airfare, hotel or other costs incurred by potential delegates, presenting authors or attendees unless otherwise stated.

Liability

The Organisers do not accept responsibility for any loss of, or damage to personal property, however, the Delegate or Presenting Author will be responsible for damage to the property of the venue or the Organisers caused by themselves or their guests during an event and will agree to make good or pay full restitution for the making good of any such damage.

Personal injury or any kind of liability which may arise from the use of the venue caused by the Delegate or

Presenting Author or guests of the Delegate or Presenting Author in any part of the venue will not be the responsibility of the Organisers.

The Delegate or Presenting Author will agree not to bring beverages or food of any kind into the venue and not to cause or permit the guests or invitees to do so.

Force Majeure

ICE shall not be held responsible for any delay or failure in performance of its obligations hereunder to the extent such delay or failure is caused by fire, flood, strike, civil, governmental or military authority, acts of God, acts of terrorism, acts of war, epidemics or acute outbreaks of communicable disease, the availability of the location for the Event or other similar causes beyond its reasonable control.

The Organisers shall not be liable to the Attendee, Delegate or any Presenting Author for any loss or damage (whether direct or indirect) which may be suffered by the Attendee, Delegate or Presenting Author due to any circumstances or events beyond the Organiser's control including, but not limited to, acts of God, war, riot, strike, lock-out, trade dispute or labour disturbance, accident, breakdown of plant or machinery, fire, flood, storm, leakage, shortage of or inability to obtain materials, failure of supply of electricity or telephone or compliance with any regulation, direction or request made by a Government authority.

Conference Language

English, unless otherwise stated.

Data Protection

The Institution of Civil Engineers and Thomas Telford Ltd maintain data on all members. We also maintain data on non-members who use our services. This includes addresses, email addresses, professional history and interest where notified. This will be used confidentially for normal purposes, including subscription collection, mailing of publications and notification of conferences and events. Overseas members may have their data transferred to International Country representatives for administration of local events in their country of residence. We also use the information to target journals, training and other services we provide. If you do not wish to receive information of this type, please inform the Data Protection Officer, in writing or at the email address given below. We generate significant income on your behalf from carefully screened third parties who can offer you services; we only arrange this where we believe most of our members and customers will welcome the opportunity. This helps pay for enhanced services. If you do not wish to receive such information, please inform the Data Protection Officer, in writing or at the email address given below. If you have any queries regarding data protection, please email dataprotection@ice.org.uk or contact:

*The Data Protection Officer
The Institution of Civil Engineers
One Great George Street, Westminster
London, SW1P 3AA*

Your name, job title and company may be published on delegate lists associated with this event. The Institution of Civil Engineers reserves the right to communicate or publish the attendees list before, during or after the event. Should you wish your name to be removed from this list, please contact:
dataprotection@ice.org.uk

Disclaimer

Any views or opinions expressed on any matters by the presenters or participants during or in connection with this presentation are solely the views of the authors of the respective comments and/or opinions and must not be taken to be the views of ICE or any other organisation. ICE makes no representations, warranties or assurances concerning any information provided in these presentations and accepts no responsibility for the content and/or accuracy".

General

Nothing in these Terms and Conditions shall restrict or exclude any liability that we have to any party that cannot be excluded by law. These Terms and Conditions shall be governed by English law, and the courts of England and Wales shall have exclusive jurisdiction over any disputes arising.

Submission of this booking constitutes a legally binding agreement. UK delegates may request an invoice and requests must be endorsed with either a purchase order number or by an authorised signatory.

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