



## Registration Terms and Conditions

### The 4th QHRN Conference

#### 'Crafting the Future of Qualitative Health Research in a Changing World'

It is your responsibility to ensure all details given on the online registration form are accurate and that you pay careful attention to dietary and accessibility requirements, particularly if you are making the booking on behalf of someone else.

It is your responsibility to ensure you have the permission of each person you register to provide their personal details, including email address, for conference registration.

#### Payments

Please be aware that conference fees must be paid in full by Thursday 7 March 2019 at the latest. Attendees with an outstanding payment will be asked to pay at registration prior to entry.

#### Conference cancellation and substitution policy

For cancellations more than six weeks prior to the conference (i.e. on or before Friday 8<sup>th</sup> February) a refund minus a £10.00 admin fee will be given.

For cancellations less than six weeks (i.e. after Friday 8<sup>th</sup> February) prior to the conference no refunds will be made. Please note that if an invoice for the conference registration fee has been delivered but remains unpaid in whole or in part then the fee remains due from the cancelling delegate.

You must follow these instructions to notify the conference outsourcing company, Compleat Conference Company Ltd, of any substitutions or cancellations. Substitutions are offered free of charge.

If a registered delegate is unable to attend the conference and there will be no substitution he/she should:

1. Telephone Compleat Conference Company Ltd on 01489 668333 between the hours of 9am and 5pm Monday to Friday.
2. Email confirmation of the cancellation to [sales@compleatconference.co.uk](mailto:sales@compleatconference.co.uk)

If a registered delegate is unable to attend the conference but wishes to substitute someone to attend in his/her place then he/she should use the above procedure notifying the substitute details, i.e name, job title, organisation, email address and any dietary or special requirements.