

# ALEP Participation Agreement Online Training 2022

## Terms & Conditions

### Cancellations and substitutions

The ALEP Participation Agreement Online Training session being held on Thursday 3 November 2022 (the Event) will be recorded and available to paying delegates to view on-demand after the event has taken place. Therefore, **no refunds** will be issued for any cancellations but instead you will be sent a link to the recording to view post-event.

Any recordings are intended for the sole use of the paying delegate (the Participant) and must not be shared with any other person(s) (including for the avoidance of doubt, any other colleague, employee, partner, director, agent or representative of the Participant or your company).

You may send an alternative delegate if you are unable to attend without incurring additional fees. However, you must inform ALEP of the alternative delegate's name and email address by **Monday 31 October 2022**.

### Data Protection Act

Except in relation to the organisation of the Event, your details will not be passed to third parties and will be processed in accordance with our privacy policy, which can be found online at [www.alep.org.uk](http://www.alep.org.uk). ALEP may use this information to advise you from time to time of forthcoming events.

ALEP may publish an attendance list (consisting of delegates' names and organisational details) for distribution to all delegates and sponsors attending the Event. If you do not want your name to be published on the attendance list, please email [events@alep.org.uk](mailto:events@alep.org.uk) by **Monday 31 October 2022**.

ALEP will use your e-mail address to acknowledge your booking electronically.

### Access to online platform

Participants who register for the Event will be sent a unique link to access the relevant sessions.

The link is intended for the sole use of the Participant. Participants are not permitted to share the link or any other login information with any other person(s) (including for the avoidance of doubt, any other colleague, employee, partner, director, agent or representative of the Participant or your company) or to make their link or login details available to multiple users on a network.

Attendance at an Online Event may be subject to additional Online Event Platform Terms. By attending an Online Event you are deemed to accept any such additional Online Event Platform Terms.

You are responsible for the content of the User-Generated Content which you contribute and must comply with the restrictions set out below when publishing it. We are under no obligation to monitor User Generated Content.

You may not post, publish, link to, upload, download, send, distribute, use or re-use any information or material which: (a) is obtained in breach of confidence or which contains confidential information or infringes any intellectual property rights or rights of privacy or other rights of any third party; (b) is offensive, threatening, abusive, indecent, defamatory, obscene; (c) is unlawful; (d) constitutes unsolicited advertising or promotional material of any type; (e) constitutes or contains a virus or other harmful component or malware; or (e) which is or could be taken to be the provision of advice (including, without limitation, investment advice).

You may not use any Interactive Area: (a) for any unlawful purpose; (b) to impersonate any person, company, group or entity or misrepresent a relationship to or with any of the same; or (c) to collect, store, disclose or otherwise process any personal data in relation to your use of any Interactive Area without the express consent of the relevant individual.

You agree to reimburse us for any losses, damages, costs and expenses which we may incur as a result of your publication of User-Generated Content.

### **Technical support for online events**

You are responsible for procuring the necessary equipment and the payment of any charges necessary to access and/or use any events or content (where applicable). ALEP is not responsible for the reliability or continued availability or speed or quality of the telephone or internet lines and/or equipment that you use to access and/or use any Event or content.

In relation to any Events which require on-line internet access, such as webinars, forums, online or virtual Events, it is your responsibility to ensure that your systems are compatible with our technology or the technology of our Online Event Platform prior to registering for such an Event.

ALEP is not liable or responsible for any technical issues which may arise as a result of your failure to ensure compatibility of our technology with your systems. Similarly, we are not liable or responsible for any delay, disruption or disturbance in the operation of the internet or problems caused by your internet service provider or for any telecommunications failures which are beyond our control.

### **Changes to Event**

Although ALEP's Event programmes are correct at the time of publication, we may exchange the format, content, platform, speakers, hosts, moderators and/or timing of an Event. ALEP shall use its reasonable endeavours to notify all Participants of any such changes prior to an Event.

### **Liability**

ALEP reserves the right and without further liability to cancel the Event in which event all monies will be refunded but no further liability will be accepted.

ALEP reserves the right at any time and without prior notice to cancel the event or vary any part of the Event at its discretion. There shall be no liability for variation made to the Event proceedings. Where variations are to take place or there is to be cancellation, ALEP will endeavour to give as much notice as reasonably possible.

ALEP does not accept responsibility for the views and opinions expressed by any speaker or other persons at the Event.

ALEP will not be liable for any failure or delay in the delivery of the Event which is caused by circumstances beyond its control. Circumstances include, without limitation, the failure of the webinar provider to deliver its services, Acts of God, Death of the Monarch, industrial (Union) action, acts of terrorism, risk of infection from disease, a pandemic, epidemic or other widespread illness, anything liable to compromise public health, safety or civil disorder. Save for cases where its negligence causes death or personal injury, ALEP accepts no responsibility or liability for any illness, damage or personal injury caused to delegates during the Event.

### **Copyright**

The copyright of all conference material rests with ALEP and/or the speakers.

### **General**

These conditions are the entire conditions between the parties relating to the event and supersede all other understandings. No temporary forbearance shall constitute a waiver. No third party may rely upon these conditions. The applicable law shall be English law. The English Courts shall have exclusive jurisdiction.