



APIL terms and conditions

Pre 11 December 2017

Training courses

By registering for this event, you are confirming that you have accepted APIL's terms and conditions, as follows:

Cancellations and event transfers:

- Cancellations and transfers to another event will be accepted, provided that APIL is given at least 11 working days' notice
- All cancellation and transfer requests must be made in writing and will be subject to an administration fee of £25 + VAT

Delegate transfers:

- Transfers can be made to another colleague free of charge at any time
- Non-APIL members will be accepted as substitute delegates provided that the balance of the non-member fee is paid
- All delegate transfer requests must be received in writing

General terms and conditions:

Bookings will only be confirmed once full payment is received. It is not APIL's policy to issue invoices in advance of payment.

All delegates attending the event may only do so on the proviso that they are there to learn. Unless sponsoring, delegates are not permitted to attend an event in an attempt to sell their products.

Documentation is distributed on the day of the event.

APIL reserves the right to charge a supplementary fee for certain dietary requirements, if there is an additional charge for this by the venue or if this has to be sourced externally.

APIL reserves the right to vary or cancel an event where the occasion necessitates.

If APIL decides to cancel an event, delegates will be invited to transfer to an equivalent priced event, free of charge, or, alternatively, they will be offered a full refund.

APIL accepts no liability for any costs incurred to the delegate, should the event not take place.

If an event is forced to be cancelled due to an act of God, natural disaster, adverse weather conditions or any other reason beyond APIL's control, the delegate has no right to a refund or transfer and APIL has no obligation to arrange a substitute event.

One-day conferences

By registering for this event, you are confirming that you have accepted APIL's terms and conditions, as follows:

Cancellations and event transfers:

- Cancellations and transfers to another event will be accepted, provided that APIL is given at least 11 working days' notice
- All cancellation and transfer requests must be made in writing and will be subject to an administration fee of £25 + VAT

Delegate transfers:

- Transfers can be made to another colleague free of charge at any time
- Non-APIL members will be accepted as substitute delegates provided that the balance of the non-member fee is paid
- All delegate transfer requests must be received in writing

General terms and conditions:

Bookings will only be confirmed once full payment is received. It is not APIL's policy to issue invoices in advance of payment.

APIL reserves the right to refuse bookings from anyone who is not eligible for APIL membership.

Documentation is distributed on the day of the event.

APIL reserves the right to charge a supplementary fee for certain dietary requirements, if there is an additional charge for this by the venue or if this has to be sourced externally.

APIL reserves the right to vary or cancel an event where the occasion necessitates.

If APIL decides to cancel an event, delegates will be invited to transfer to an equivalent priced event, free of charge, or, alternatively, they will be offered a full refund.

APIL accepts no liability for any costs incurred to the delegate, should the event not take place.

If an event is forced to be cancelled due to an act of God, natural disaster, adverse weather conditions or any other reason beyond APIL's control, the delegate has no right to a refund or transfer and APIL has no obligation to arrange a substitute event.

Webinars

- Please note that the on-line recording of the webinar will be available after the event. This may be viewed at any time.
- Bookings will only be confirmed once full payment is received. It is not APIL's policy to issue invoices in advance of payment.

11 days or more prior to the webinar:

- Bookings may be transferred to another APIL webinar, provided that APIL receives at least 11 working days' notice. This transfer will apply to all registered delegates.
- In the occasion that the number of delegates reduces, part-refunds will not be issued.
- In the event that a full booking is cancelled with 11 days or more notice prior to the webinar, a refund will be issued subject to a £10 + VAT administration fee (per booking)
- All transfer/refund requests must be received in writing

10 days or less prior to the webinar:

- Transfer or cancellation requests will not be accepted with 10 days or less notice prior to the webinar.

Residential conferences

By registering for this event, you are confirming that you have accepted APIL's terms and conditions:

1. With the exception of the APIL annual conference, delegate places are restricted to APIL members (including associates) and other legal practitioners who are eligible for APIL membership and/or considering joining the association. The APIL annual conference is open to APIL members only. Residential conferences are supported by an exhibition of products and services; advertisers are therefore invited to exhibit or sponsor the event.
2. Bookings will only be confirmed once full payment is received. It is not APIL's policy to issue invoices in advance of payment.
3. Documentation is distributed on the day of the event.
4. APIL reserves the right to charge a supplementary fee for certain dietary requirements, if there is an additional charge for this by the venue or if this has to be sourced externally.
5. APIL reserves the right to vary or cancel an event where the occasion necessitates.
6. If APIL decides to cancel an event, delegates will be invited to transfer to an equivalent priced event, free of charge, or, alternatively, they will be offered a full refund.
7. APIL accepts no liability for any costs incurred to the delegate, should the event not take place.

8. If an event is forced to be cancelled due to an act of God, natural disaster, adverse weather conditions or any other reason beyond APIL's control, the delegate has no right to a refund or transfer and APIL has no obligation to arrange a substitute event.

Cancellations and refunds for delegate fees:

9. We regret that part refunds will not be issued to delegates who only wish to attend part of the conference.

10. Cancellations will be accepted, provided that APIL is given at least 20 working days' notice

11. All cancellation requests against delegate fees must be made in writing and will be subject to an administration fee of £50 + VAT

Cancellations and refunds for optional extras:

12. Refunds may be issued for any optional extras (e.g. evening dinner and accommodation on the night prior to the conference), provided that APIL is notified at least 20 working days prior to the event.

13. Any refunds for optional extras will be subject to an administration fee of £25 + VAT per person.

14. All cancellation requests must be received in writing.

Delegate transfers:

15. The residential package applies to one delegate only and cannot be split between more than one person.

16. Transfers can be made to another colleague at any time, subject to an administration fee of £50 + VAT

17. Non-APIL members will be accepted as substitute delegates* provided that the balance of the non-member fee is paid, in addition to the administration fee of £50 + VAT.

18. All delegate transfer requests must be received in writing

**This is not applicable to the annual conference as this is open to APIL members only*

In-house

1. Where the firm wishes to cancel an order for APIL In-house training, they must inform APIL in writing and are liable to pay:
 - a £75 administration fee when the course is cancelled with more than an 8 week notice period

- a £75 administration fee plus speaker development fee (if applicable) where the course is cancelled 4-8 weeks before the course date
 - 100% of the agreed fee where the training is cancelled less than 4 weeks before the course date.
2. Firms are responsible for obtaining SRA and/or BSB accreditation for in-house courses and consortiums.
 3. 'In-house' training refers only to direct members of staff from the host firm, attending the course. If external delegates are invited to the event, this becomes a consortium and a different pricing structure will apply. All firms must notify APIL as to whether the course is an 'in-house' course or a 'consortium' upon booking.
 4. Consortiums must comprise of a minimum number of at least 16 delegates.
 5. A development fee, paid directly to the speaker will be charged on all tailored courses. A tailored course comprises of one or more elements that do not appear in the public course.
 6. Bookings will only be confirmed, once a signed contract has been received by APIL.
 7. Signed contracts must be received by APIL, no less than 8 weeks before the course is scheduled to take place.
 8. Payment must be received at least 3 weeks prior to the date of the event.
 9. The price quoted is inclusive of a delivery fee, speaker expenses, 24 sets of course materials and courier fees (additional fees may be incurred for extensive travel).
 10. Firms should (unless organised with APIL) provide laptops, projectors and flip-charts, as appropriate.
 11. If the host firm requires more than 24 packs, then a fee of £10 + VAT is applicable per additional pack.
 12. Firms are to provide refreshments and lunch as appropriate.
 13. Documentation will be distributed prior to the event.
 14. APIL reserves the right to vary or cancel an event where the occasion arises.
 15. APIL accepts no liability if, for whatever reason, the event does not take place.
 16. APIL accepts no liability for any costs incurred to the delegate, should the event not take place.
 17. If an event is forced to be cancelled due to an act of God, natural disaster, adverse weather conditions or any other reason beyond APIL's control, APIL has no obligation to arrange a refund, transfer or substitute event.

Consortium

1. Where the firm wishes to cancel an order for APIL consortium training, they must inform APIL in writing and are liable to pay:
 - i. a £75 administration fee when the course is cancelled with more than an 8 week notice period
 - ii. a £75 administration fee plus speaker development fee (if applicable) where the course is cancelled 4-8 weeks before the course date

2. 100% of the agreed fee where the training is cancelled less than 4 weeks before the course date.
3. If applicable, firms are responsible for obtaining BSB accreditation for consortiums.
4. Consortiums must comprise of a minimum number of 20 delegates and a maximum of 40 delegates.
5. A development fee will be charged on all tailored courses. A tailored course comprises of one or more elements that do not appear in the public course.
6. Bookings will only be confirmed, once a signed contract has been received by APIL.
7. Signed contracts must be received by APIL, no less than 8 weeks before the course is scheduled to take place.
8. Payment must be received at least 3 weeks prior to the date of the event.
9. The price quoted is inclusive of a delivery fee, speaker expenses, course materials and courier fees (additional fees may be incurred for extensive travel).
10. Firms should (unless organised with APIL) provide laptops, projectors and flip-charts, as appropriate.
11. Lead firms are to provide refreshments and lunch as appropriate.
12. Documentation will be distributed prior to the event.
13. APIL reserves the right to vary or cancel an event where the occasion arises.
14. APIL accepts no liability if, for whatever reason, the event does not take place.
15. APIL accepts no liability for any costs incurred to the delegate, should the event not take place.
16. If an event is forced to be cancelled due to an act of God, natural disaster, adverse weather conditions or any other reason beyond APIL's control, APIL has no obligation to arrange a refund, transfer or substitute event.

APIL charity golf day

1. APIL reserves the right to vary or cancel an event where the occasion necessitates
 2. Bookings will only be confirmed once full payment is received. It is not APIL's policy to issue invoices in advance of payment
 3. APIL accepts no liability if, for whatever reason, the event does not take place
 4. Cancellations will be accepted in writing up to 12 weeks before the event and charges to cover administration will be 25% of the cost of the booking
 5. No refunds will be given for cancellations made less than 12 weeks prior to the event
 6. APIL reserves the right to charge a supplementary fee for certain dietary requirements, if there is an additional charge for this by the venue or if this has to be sourced externally
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APIL annual conference

By registering for this event, you are confirming that you have accepted APIL's terms and conditions:

1. The annual conference is only open to APIL members. Experts can only attend under the associate membership category. Advertisers are not permitted to attend the conference as delegates.
2. An electronic copy of the pack is sent by e-mail (to all delegates) 2-3 days prior to the conference. Each delegate will receive one hard copy of the conference pack on the day of the event; unless they have opted for the 'electronic only' package.
3. APIL reserves the right to charge a supplementary fee for certain dietary requirements, if there is an additional charge for this by the venue or if this has to be sourced externally.
4. APIL reserves the right to vary or cancel an event where the occasion necessitates.
5. If APIL decides to cancel an event, delegates will be invited to transfer to an equivalent priced event, free of charge, or, alternatively, they will be offered a full refund.
6. APIL accepts no liability for any costs incurred to the delegate, should the event not take place.
7. If an event is forced to be cancelled due to an act of God, natural disaster, adverse weather conditions or any other reason beyond APIL's control, the delegate has no right to a refund or transfer and APIL has no obligation to arrange a substitute event.

Cancellations and refunds for delegate fees:

8. We regret that part refunds will not be issued to delegates who only wish to attend part of the conference.
9. Cancellations will be accepted, provided that APIL is given at least 20 working days' notice
10. All cancellation requests against delegate fees must be made in writing and will be subject to an administration fee of £50 + VAT

Cancellations and refunds for optional extras:

11. Refunds may be issued for any optional extras (e.g. evening dinner and accommodation on the night prior to the conference), provided that APIL is notified at least 20 working days prior to the event.
12. Any refunds for optional extras will be subject to an administration fee of £25 + VAT per person.
13. All cancellation requests must be received in writing.

Delegate transfers:

14. Transfers can be made to another colleague, provided that APIL is notified at least 7 working days and that the other colleague is a member of APIL. Delegate transfers are subject to an administration fee of £50 + VAT.

15. Delegate transfers may be made under the 'First timer's package' but if the new delegate has attended the conference previously, they will need to pay the difference between the 'First timers package' and the standard residential package. All the other terms and conditions for the transfers also apply.

16. All delegate transfer requests must be received in writing