

Terms & conditions for Academy 2024

LGcomms ('the organisers') undertake to provide the package as specified in the programme of events as detailed on our website.

- It is your responsibility to ensure that your finance department processes the invoice in time. Registrations requesting payment by invoice will only be processed if a purchase order is entered on the payment request page.
- The customer is required to settle all invoices no later than **Thursday 26th September 2024** – 10 working days before the date of the event. Failure to do so can result in the Association preventing you participating in the event.
- All invoiced payments must be received into the LGcomms account– bank details will be included on the invoice, which will be issued on receipt of the payment.
- In the event of Academy 2024 being cancelled the organisers will provide a full refund of the total paid.
- Cancellations: LGcomms will allow transfer of tickets to another person.
- Non-appearance at the event will not entitle any refund from the organiser.
- If the customer fails to make payment, the organiser reserves the right to take appropriate legal action to recover the full invoice value plus the recovery charges.
- The organisers reserve the right to amend the conference programme and instructor line up.
- Any damage caused by any third party attending the event will be charged accordingly and could lead to you being refused entry to future events.
- No food or drink is to be brought to the Venue which has not been provided by the Venue except by prior agreement for specific dietary requirements