

JOINT CONFERENCE OF ISEH ICEPH & ISEG 2024

11th - 18th August 2024



DELEGATE REGISTRATIONS

TERMS OF BOOKING – Conference Registration

- The term Organisers as listed below includes ISEH 2024 organising committees and Go West Conference and Events Management.
- Registrations are accepted only on full completion of the online registration form.
- No booking will be confirmed until payment is received in full.
- Bookings or changes will not be accepted by telephone. Cancellations and or changes must be sent in writing to the registration desk at ISEH-ICEPH-ISEG@gowest.ie
- There is no refund for non-attendance.
- A name change on a paid registration to a colleague will be accepted up to 14 days prior to the conference, after that date a charge of €50 will apply.
- Payment by invoice/bank transfer will incur a €20 non-refundable administration charge.
- There is no administration charge for payment by MasterCard or VISA.
- All fees/rates are quoted in Euro €, all bank transfer fees/charges are the responsibility of the participant.
- All refunds requested prior to 2nd March 2024 are subject to cancellation terms listed below and subject to a €50 processing fee.
- All refunds requested from 2nd March 2024 are subject to cancellation terms listed below and subject to a €50 processing fee.
- All ISEH 2024 official tours are subject to a minimum number of bookings. Should the minimum number not be reached the tour may be cancelled, in such case an alternative tour or refund will be offered. Where possible, 14 days' notice will be given.
- The Organisers reserve the right to alter any of the programme or other arrangements for this conference; including cancellation or postponement of the event should unforeseen circumstances require it. The Organisers accept no responsibility for resulting costs or inconvenience to participants in this case.

- The Organisers will not be held liable for any loss or damage of personal items of attendees or injury caused at any venue used in connection with the conference.
- Children/Minors must be accompanied by an adult/guardian at all times, who accepts full liability for this child/minor. Note that the conference and all social events and activities have not been planned for children/minors to attend and must be flagged to the conference office prior to making any booking arrangements. You may be refused entry should prior notice not be provided.
- Fáilte Ireland's MICE Supports Fund for the conference is used to assist in marketing to increase the number of international delegates travelling into the Republic of Ireland specifically to attend ISEH 2024. In accordance with the EU's GDPR, Fáilte Ireland requires that the conference inform all attending delegates in advance that the following data: name, country of origin, will be shared with the National Tourism Development Authority (Fáilte Ireland) as funder of the event. This data is only shared for verifying attendance at the event only, as required under Section 8 of the National Tourism Development Authority Act, 2003. This data will be retained for a maximum of 12 months by Fáilte Ireland or until the completion of the external audit relating to that year whichever is the later. Thereafter, the details will be destroyed in a secure manner. Therefore, delegates are officially advised that post event you may be emailed a survey by the conference office to complete, your assistance in validating your attendance would be appreciated. Click [here](#) for Fáilte Ireland's privacy policy.
- **Force Majeure:** The Organisers shall not be deemed to be in breach of this registration agreement or otherwise liable to the delegate for any failure or delay in performing its obligations under this agreement as a result of an event or series of connected events outside the reasonable control of the Organisers (including, without limitation, acts of God, floods, lightning, storm, fire, explosion, war, military operations, acts or threats of terrorism, strike action, lock-outs or other industrial action or a pandemic, epidemic or other widespread illness).

CANCELLATION TERMS – Conference Registration including Social Events

Delegate Cancellations:

- All cancellations and/or changes must be sent in writing to ISEH-ICEPH-ISEG@gowest.ie
- Cancellation refers to complete and/or partial cancellation of registrations, social events, tours.

Cancellation fees are incurred as follows:

- Before 2nd March 2024 - full refund less administration fee of €50.
- Between 2nd March 2024 and 1st June 2024 - 50% refund available less administration fee of €50.
- After 2nd June 2024 - No refund for cancelled registration.
- A name change on a paid registration to a colleague will be accepted up to 14 days prior to the conference, after that date a charge of €50 will apply.

Delegate Non-Attendance:

- Should the delegate be unable to attend due to circumstances beyond their control, cancellations fees are subject to terms listed above. This includes the delegate being unable to travel into Ireland from their country, due to their

own country's travel restrictions and/or a refusal of travel visa application. Delegates should have travel insurance in place to cover such an eventuality.

Cancellation of Conference by the Organisers:

- Should the Organisers completely cancel the conference, with no content or sessions being available on-line, registrations will be refunded in full, less a €50 processing fee.
 - Under these circumstances the Organisers are not liable for any other expenses incurred, this includes travel and accommodation costs – delegates are encouraged to have sufficient travel insurance in place to cover other costs.
- Postponement of Conference
- Should the committee need to reschedule the conference, all registration fees will be transferred to cover attendance on the new conference dates – no processing fees will apply in this case.
 - Should the delegate not wish to accept attendance on the new date they may cancel their registration, in such cases cancellations will be governed by the cancellation terms as outlined above.
 - Under these circumstances the Organisers are not liable for any other expenses incurred, this includes travel and accommodation costs – delegates are encouraged to have sufficient travel insurance in place to cover such other costs.

OTHER TERMS AND CONDITIONS – Conference Registration

Travel and Medical Insurance:

• Participants are requested to make their own arrangements for health and travel insurance. The conference fee does not include insurance. We strongly recommend that, when registering for the conference and making travel arrangements, a travel and/or equipment insurance policy be taken out to cover any loss, cancellation, medical costs, etc. Refunds will not be offered outside of the terms and conditions above, so delegates should ensure they contact their insurance company to ensure sufficient cover is in place from the time of booking. The Organisers do not take responsibility for any delegate, speaker, or exhibitor failing to insure their travel and attendance to sufficient levels.

Health and Safety Conditions:

The event and all delegates will need to adhere to Irish government guidelines in place in relation to Covid 19 and Public Health at the time of the meeting. Clear guidelines will be made available closer to the event as required

Understand that by registering for the ISEH ICEPH & ISEG conference you are signing up to honour our code of conduct.

All attendees, speakers, sponsors and volunteers at our conference are required to agree with the following code of conduct. Organisers will enforce this code throughout the event. We expect cooperation from all participants to help ensure a safe environment for everybody. Our conference is dedicated to providing a harassment-free conference experience for everyone, regardless of gender, gender identity and expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity, religion (or lack thereof), or technology choices. We do not tolerate harassment of conference participants in any form. Sexual language and imagery is not appropriate for any conference venue, including talks, workshops, parties, Twitter and other online media. Conference participants

violating these rules may be sanctioned or expelled from the conference without a refund at the discretion of the conference organisers.

That by registering for this meeting you agree to receive communications from the Organisers and Go West Conference & Event Management regarding this event.

For further assistance contact Go West Conference and Events Management Tel: +353 91 591 222

Email: ISEH-ICEPH-ISEG@gowest.ie ISEH 2024 c/o Go West PCO, Gteic AnSpidéal, Páirc na Meán, Both Chuanna Thoir, An Spidéal, Co. na Gaillimhe, H91 CH01