

1. Introduction

1.1 This policy details the terms and conditions for College of Paramedics CPD events.

2. Booking policy

2.1 Attendance will be via advance bookings only.

2.2 It will be clearly stated if an event is subject to a fee.

2.3 If the event is subject to a fee:

- The Member's fee will be charged to College of Paramedics members attending the event
- The Non-Member's fee will be charged to non-College of Paramedic members
- The cancellation policy applies (see below).

2.4 No provisional bookings will be accepted.

2.5 Bookings will be acknowledged by e-mail on receipt of the booking.

2.6 Event details, directions to the venue and other pre-event information will be sent to attendees before the event.

3. Cancellation Policy

3.1 A full refund will be made for cancellations received more than 72 hours before the event. Cancellations within 72 hours of the event will result in a forfeit of all fees in the first instance.

3.2 This may be reconsidered if the College of Paramedics team has a waiting list for the event and can fill the vacated place. However, there is no obligation for them to do so.

3.3 We will endeavour to refund an agreed cancellation within 1 week.

4. Information for attendees

4.1 Photography and video production may be taking place at College of Paramedics' events. These images may be used on future promotional materials. Please note that by attending the event, you are giving your consent for your image to be used on any College of Paramedics' promotional material and publications. This is unless you clearly state to the event organisers before the start time that you do not wish your image to be taken.

4.2 Attendees may not undertake any sales, marketing or promotional activity for a commercial organisation at any College of Paramedics event.

Title of document	CPD Event Terms and Conditions		
Author	First approved	Last reviewed	Next review
Imogen Carter	November 2015	March 2017	March 2020

End of Document

Policy approved by the Board of Trustees, via meeting, 6th November 2015

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