

EVENTS TERMS & CONDITIONS

Women in Biotech event series (including Diversity in Biotech) and BIA regional focus events, 2021

Payment of Fees

By completing the event registration form, the attendee is committing to attend and therefore pay for the applicable amount (complying with the cancellation policy below).

All payments should be made prior to the event

You are encouraged to pay by means of credit and debit card or you can choose the invoice option. Invoices should be paid within 30 days of the invoice date.

If you wish to pay by BACS, please send remittance advice to accounts@bioindustry.org

Bank name:

Lloyds, 1 High Street, Carfax, Oxford, OX1 4AA

Sort Code: 30-96-35

A/c No: 00069829

Swift Code: LOYDGB2L

Payment can also be made online via the link that is on your invoice.

Cancellation and refunds

All cancellations must be made in writing by email to biaevents@bioindustry.org.

If you cancel within **five working days** of the event, the full fee remains payable. Cancellations made more than five working days before the event will be subject to a 20% administration fee.

- Companies may nominate a substitute from within their own organisation if a registered person is unable to attend. Substitution is not guaranteed and is liable to consideration by the event organisers.
- Should we be required to cancel an event due to circumstances outside of our control, we will not refund any fees paid to us.

Data collection and use

1. Your full name, company name, job title, email address and telephone number will be collected and stored by the **BIA** in line with its [privacy statement](#) upon registration and used to contact you with regard to this event.

For our virtual events we use one of two event platforms, or sometimes both: **Swapcard** (<https://www.swapcard.com/>) and **Remo** (<https://remo.co/>)

2. When using Remo, your email address will be uploaded to the platform in order to create an account for you. When accessing the event you will then have the option to enter a display name, a profile picture, your job title, company name and social media links.

[Click here for full details of what data will be collected by Remo and how it will be processed and stored.](#)

Delegate lists

At many of our events we distribute delegates lists to all attendees, either soft copies or printed ones, in order to Event bookings Terms and Conditions 19/01/2021

facilitate networking. These lists consist of the full name, company name and at times job title of all registered attendees, but do not include contact details such as email addresses.

We don't allow third parties to use these lists for promotional purposes.

Photographs/screenshots

We take photographs (or screenshots) at most of our events and they are often used for marketing purposes (e.g.: on twitter, on direct marketing emails, etc).

The data that the BIA will collect from you will be treated in accordance to the above and to our [privacy statement](#). This is necessary in order for you to be able to join the online event and is therefore a precondition of service.