

Events Terms and Conditions

15 July 2010



For bookings for the CPD & DIMA Programmes 2010:

Bookings

For immediate confirmation of your booking, please book online at www.iii.ie. Alternatively please complete the attached booking form and send to the Events Team who will confirm your attendance.

For Group Bookings and Season Ticket enquiries please contact the Events Team on 01 645 6666 or email events@iii.ie.

Cancellations

All cancellations and requests to transfer must be made in writing to the Events Team either by email events@iii.ie, letter or fax, and will be acknowledged in writing.

Payment

All cancellations will be refunded once notice is received 7 days before the event, otherwise full payment will be charged if this notice is not received.

Substitutions

Should you be unable to attend, a substitute delegate is always welcome at no extra charge. Please notify the Events Team of any changes in advance of the lecture.

Season Ticket Cancellations

Cancellations received 7 days before the event will not be deducted from your Season Ticket hours, otherwise hours will be deducted if this notice is not received.

Membership Benefit Lectures

As a courtesy to both members and administration, please contact us immediately should you be unable to attend, this action will avoid many other members being refused a place and depriving them of valued attendance at the event. The Institute reserves the right to review attendance of repeat no-show offenders.

Please note a waiting list will be maintained for lectures that are fully booked. We thank you in advance for your cooperation.

Cancellation of Lectures

The Insurance Institute of Ireland reserves the right to amend or cancel any lecture, speaker or venue should the need arise. Where possible any changes will be notified.

Intellectual Property

All materials provided on our courses and lectures remain the intellectual property of The Insurance Institute of Ireland and our partners, who assert our right to worldwide copyright unless specifically agreed otherwise in writing. The programme, content and dates of the lectures are correct at the time of going to press.

Privacy Policy

The Insurance Institute of Ireland will not share any confidential information provided during the booking process with any third parties.

Your Credit/Debit Card details are relayed during the booking process directly to Pay and Shop Limited trading as Realex Payments who are fully PCI Compliant. Your Credit/Debit Card details are not held by The Insurance Institute of Ireland.

Delivery Policy

The Insurance Institute of Ireland undertakes to complete the delivery of all events contained in the Events Programme 2010 in accordance with the timetable contained therein. Please refer to the Terms and Conditions above with regard to the Cancellation of Lectures.

For bookings for any Institute Annual Dinners/Social Events 2010:

The terms and conditions above – where relevant - also cover bookings for any Institute Annual Dinners and Social Events during 2010.

Guest Information

It is the responsibility of those booking to attend Annual Dinners or Social Events to provide the III with the names and contact details of the persons they are making a booking for. This is to ensure the correct table and seating plans can be facilitated especially where group bookings are being made. It is sufficient when booking for these social events to indicate 'To be Advised' ("TBA") during the booking process, but the attendee information must be provided to the III at a later time, in advance of the specific event.



events@iii.ie

15 July 2010

www.iii.ie