

TERMS AND CONDITIONS COVERING ATTENDANCE AT CHIEF EXECUTIVES' FORUM EVENTS

1.0 Registration

- 1.1 Those wishing to attend any event organised by the Chief Executives' Forum for the benefit of its members and the public authorities they represent must register to attend that event and have their registrations authorised and accepted by the Forum.
- 1.2 Should someone registered to attend an event become unavailable that person may nominate a substitute to attend in his/her place. The person nominated as a substitute should be an employee of the same public authority or other Chief Executives' Forum partner organisation as the person making the nomination. The nominee is then deemed the replacement registrant.
- 1.3 Changes to registration should be notified to Kim McKnight at the Chief Executives' Forum:

- (E) mail@ceforum.org
- (T) 02890 347400
- (F) 02890 347402

2.0 Non-Fee Events

- 2.1 Non-fee events—events that are not subject to a specific fee charge—are free to members, including associate members of the Forum and to those nominated by them to attend on their behalf.
- 2.2 While non-fee events are free of charge to those who attend, a 'no-show', £20+VAT fee is payable should someone who is registered to attend a specific event fail to turn up on the day.

3.0 Fee Events

- 3.1 With respect to events subject to a fee charge, requests to invoice must be duly authorised.
- 3.2 Unless otherwise notified any fees payable are due five working days in advance of the event (the billing date); invoices in respect of fees payable will be raised on or after the billing date.
- 3.3 Fees payable are due in respect of cancellations notified after the billing date but delegates nominated and registered as substitute delegates will be accepted.

4.0 Payment

- 4.1 Invoices for fee events will normally be sent to addresses shown on the registration details.
- 4.2 If a registrant has indicated that the event invoice should be sent to a different address then the following information should also be submitted when registering:
 - Address, including post code, to which the invoice should be sent
 - Contact Name
 - Purchase/Reference Number (if required)