

PARTNERSHIP MEDIA GROUP LTD LIMITED trading as [Inside Government] TERMS AND CONDITIONS – Attendees and delegates at Events

1. INTRODUCTION

- 1.1. These are the terms and conditions ("Event Terms") that govern registration of and attendance at an Event (as defined below) owned, operated or provided by Partnership Media Group Ltd ("PMG") or another Group Company (as defined below).
- 1.2. Your attendance and participation at an Event, and your enjoyment of any other benefits associated with an Event, is conditional on you complying with these Event Terms. Any additional terms and conditions that are posted on specific websites and/or publications of any group company in relation to any Event shall be deemed incorporated into these Event Terms.
- 1.3. Please note that, where you register for and attend an Event, these Event Terms will be governed by the laws of England and Wales and will operate as between PMG and you, to the maximum extent permissible under the law of the territory in which you are located.

2. DEFINITIONS

In these Event Terms, the following terms shall have the following meanings unless the context requires otherwise:

"you/your" means (as appropriate), the attendee or participant as Registered Delegate at an Event.

"we/us/our" means PMG and/or a group company of PMG.

"Agent" means an employee, partner, director, agent or representative of a company or other legal entity.

"Agreement" these Event Terms together with the relevant Order Confirmation.

"Content" means all materials, data, information and products provided as, relating to or forming part of the Event.

"Events" means conferences, exhibitions, conventions, congresses, summits, seminars, webinars, web-conferences, meetings, round table workshops, award dinners, public training, private or bespoke training.

"Event Confirmation" means our acceptance of your registration for a place at the relevant Event in writing (including by electronic mail).

"Group Company" means Partnership Media Group Ltd or any subsidiary of Partnership Media Group Ltd (including trading and brand names).

"Intellectual Property" means copyright, trade-marks, database rights and/or any other intellectual property rights as recognised in any jurisdiction.

"Registered Delegate" means an individual who has registered with us to attend or access an Event, either in their own personal capacity, or as an Agent.

"Representatives" means our suppliers (including venue operators), content providers, licensors and other suppliers, officers, employees, partners, affiliates, subsidiaries, sub-contractors, successors and assigns, agents or representatives.

"Software" means any software that is made available for download from our websites relating to an Event or Content.

- 2.1. A reference to a statute or statutory provision is a reference to it as amended or re-enacted. A reference to a statute or statutory provision includes all subordinate legislation made under that statute or statutory provision.
- 2.2. Any words following the terms "including", "include", "in particular", "for example" or any similar expression, shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.
- 2.3. A reference to writing or written includes email.

3. REGISTERED DELEGATE

- 3.1. In order to access an Event (or specific Content within certain websites for the purposes of attending an Event), you must register with us as a Registered Delegate either:
 - 3.1.1. in your own personal capacity, in which case you will be the Registered Delegate for the Event; or
 - 3.1.2. as an Agent of a company or other legal entity, in which case such company or other legal entity will be the Registered Delegate for the Event.
- 3.2. In the event that you are an Agent, by agreeing to these Event Terms as set out below, you warrant that you have authority to agree to these Event Terms on behalf of the relevant Registered Delegate and the Registered Delegate shall be bound by these Event Terms.

4. REGISTERING FOR AN EVENT

- 4.1. You may request registration of a place at an Event by:
 - 4.1.1. completing a registration form through our website or other form as a "Registered Delegate"; or
 - 4.1.2. contacting us through email or telephone or post in accordance with the instructions from our website; or
 - 4.1.3. contacting our representative at an Event that you are already attending to register a place on another Event (including any ancillary event).

- 4.2. Should you register for an Event after being contacted by a representative from PMG, by any media, you will be deemed to have registered as delegate and will be subject to these Event Terms.
- 4.3. When requesting registration for an Event, you must provide us with accurate and complete information seven days prior to the event date (including where applicable up to date dietary requirements). It is your responsibility to inform us of any changes to that information (including your email address where requested) by updating your details on the relevant section of the applicable website or contacting us using contact details on the applicable website or such other contact information as is provided to you in any Event Confirmation. If you do not provide accurate and complete information in connection with your registration, we may not be able to provide you with access to the Event or Content that you request or that are suitable to you. It is also your responsibility to inform us of any special access requirements at the time of requesting registration of a place at an Event.

5. CONFIRMATION OF YOUR BOOKING

- 5.1. All registrations for an Event (requested pursuant to clause 4 above) are subject to availability and acceptance by us, which shall be at our absolute discretion. In the event that we accept your requested registration and subject to first receiving all reasonable information that we may require from you, we shall confirm our acceptance of your registration by issuing an Event Confirmation to you.
- 5.2. Upon the issuing by us of the Event Confirmation to you, there will be a legally binding contract between you and us to which these Event Terms shall apply. If you do not receive the Event Confirmation within 24 hours of booking, then it is the delegate's responsibility to follow this up.
- 5.3. Please read these Event Terms carefully. These Event Terms may be amended by us at any time, and we will notify you of any such change. It is your responsibility to bring these Event Terms to the attention of anyone who may, through you, register a place at an Event or view or use any Content. It is also your responsibility to bring the Event Terms to the attention of the relevant company or other legal entity where that company or other legal entity is the Registered Delegate.

6. DELEGATE INSTRUCTIONS

Delegate instructions will be sent within 10 days of the Event date. We cannot be held responsible for non-arrival of this information. If you have not received it within 7 days of the Event date, please call us on [0203 770 6557]. Should you have any special requirements (including where applicable dietary) relating to audio and/or visual presentations, please inform us at the time of booking or no later than seven days prior to the event date. Should you suffer from any allergies, please notify us at the time of booking and also notify an event representative on the event date. We will endeavour to meet your requirements as far as possible and therefore recommend early booking and notification to facilitate this. Please note that due to pressures on the provision of BSL interpreters, PMG will need at least 6 weeks' notice to provide this service.

7. FEES

- 7.1. The applicable fees for an Event shall be published by us on our website and/or in any of our other publications and we shall confirm such fees in our Event Confirmation pursuant to clause 5 above. You shall pay the applicable fees in accordance with the instructions contained in the Event Confirmation.
- 7.2. Any applicable taxes such as value added taxes shall be in addition to the fee and you shall be notified of any such taxes in the Event Confirmation.
- 7.3. Fees for an Event are correct at the time of publication, but we reserve the right to amend the fees at any time but shall not affect any registrations for which an Event Confirmation has already been issued.
- 7.4. Payment is due within 30 days of the booking date, unless it is 30 days or less to the date of the Event, in which case the full amount is due within 7 days of the booking date.

8. CHANGES TO AN EVENT

- 8.1. Whilst our Event programmes are correct at the time of publication, in certain circumstances, it may be necessary for us to alter the format, content, delivery media, venue and/or timing of an Event. The identity of the speakers on the day, the topics they cover or the timing of their session may be changed at any time without notice. We:
 - 8.2.1. reserve the right to delete or change any aspect of the Content and/or any of the technical specifications relating to an Event or any aspect of the same. You agree and acknowledge that such changes may result in you being unable to access the whole or any part of an Event for some time;
 - 8.2.2. reserve the right to cancel the Event at any time; in such circumstances, we will refund any sum paid by you to us;

- 8.2.3. shall be entitled once in any twelve-month period to postpone the Event for a reasonable period of time (but not exceeding 12 months); we shall notify you of any such postponement and, in such event, you shall not be due a refund. If we shall so postpone the Event, we shall use our reasonable efforts to limit the delay to as short a period as is practicable, and may change the venue or media of the Event in accordance with clause 8.2.4 below in order to hold the Event within such 12-month period. If the Event is postponed for more than a 12-month period, then a full refund will be due; and/or
- 8.2.4. change at any time the media through or on which, or the venue at which, the Event will be available for attendance, whether in person or by any remote or digital media, including webinar, video-conference, teleconference or web-based delivery. We will not issue any refund to you in the event of any such change.
- 9. CANCELLATIONS AND REFUNDS**
- 9.1. You must send cancellations to us in writing 30 days before the date of the Event, and any cancellation will be subject to a £99+VAT administration fee per delegate. Cancellations received after this time or not put in writing will be subject to the full delegate fee, which will also be charged for non-attendance. Substitutions may be made at any time. PMG will not be able to offer refunds for cancellations arising from events outside of our control such as poor or extreme weather conditions, or due to any changes we make to an Event under clause 8 above.
- 9.2. Moving a booking to another Event will be possible, if payment has already been made, and the delegate notifies PMG which live scheduled Event they wish to move to at least 30 days prior to the original Event date. If payment has not been made, the delegate should cancel their booking, pay any cancellation fee applicable and book onto the alternative Event. If the delegate informs us of a desire to move their booking with less than 30 days to go to the Event, the full fee will apply and a transfer of the booking will not be possible.
- 10. TECHNICAL SUPPORT**
- 10.1. You are responsible for procuring the necessary equipment and the payment of utility, connectivity and other charges necessary to access and/or use any Event or Content (where applicable). We are not responsible for the reliability or continued availability of network connectivity lines and equipment you use to access and/or use any Event or Content.
- 10.2. For those of our Events which require online Internet access, for example webinars, it is your responsibility to ensure that our technology is compatible with your systems prior to registering for such an Event. Subject to any liability we cannot exclude or limit at law, we are not liable or responsible for:
- 10.2.1. any technical issues which may arise because of your failure to ensure compatibility of our technology with your systems; and/or
- 10.2.2. any delay, disruption or disturbance in the operation of the Internet or problems caused by your Internet Service Provider or for any telecommunications failures which are beyond our control and/or 24-hour access to such an Event due to downtime for repairs, maintenance and/or repairs to our website.
- 10.3. We shall provide reasonable operational support between the hours of 9.00am to 5.30pm (GMT), Monday to Friday, where required for an Event. Requests for technical support should be sent to us by email and we shall respond as soon as practically possible.
- 11. ACCESS TO ONLINE EVENTS**
- 11.1. When you register for an online Event, or an Event which otherwise grants you access to Content made available online, you will be given one or more user names and passwords, as appropriate for your registration to the relevant Event.
- 11.2. Except to the extent a user name and password is intended for more than one user as agreed by us in writing, or to the extent the delegate is registered via a third party, the following are not permitted:
- 11.2.1. sharing your user name and password with any other person (including for the avoidance of doubt, any other employee, partner, director, agent or representative of the Registered Delegate where you are an Agent); nor
- 11.2.2. access through your user name and password being made available to multiple users on a network.
- 11.3. Notwithstanding the restrictions in clause 11.2 above, you are responsible for all access to any Event and/or use of any Content by you or anyone else using any of your user names and passwords and for protecting against unauthorised use of any of your user names and passwords. If you believe there has been any breach of security (such as the disclosure, theft or unauthorised use of any user name, password or any payment information), you must notify us immediately.
- 11.4. We reserve the right to access and monitor password-protected information, including any information which you upload or input and any information concerning your activities in relation to an Event or any Content, in order to fulfil our obligations in these Event Terms, to protect or comply with our legal rights and obligations and for other purposes as set out in our privacy statement and all in accordance with the terms of our privacy statement. We may also use cookies and similar technical tools as set out in our privacy statement to collect information about your visit to our websites and display advertisements that may be of interest to you and for such other purposes as are set out in our privacy statement.
- 12. REGISTERED DELEGATE RESPONSIBILITIES**
- 12.1. It is the sole responsibility of the Registered Delegate and/or the third party who registered the delegate to ensure that they are properly insured which should include adequate Personal Accident and Travel insurance prior to attending any Event requiring travel abroad. As a matter of good order, the Registered Delegate should also ensure that they have Employer's Liability and/or Public Liability insurance cover as is most appropriate.
- 12.2. The Registered Delegate is responsible for ensuring that they have all necessary up to date travel documentation, including visas and other entry permits into any jurisdiction and they comply with all health formalities and any applicable laws in any jurisdiction where the Event is being held. PMG, nor any of its subsidiaries or trading brands, is not responsible for arranging or assisting delegates in obtaining travel visas.
- 13. YOUR USE OF CONTENT AND TRADE MARKS**
- 13.1. All rights in and to the Event and Content relating to an Event belong to us, our group companies or our third-party content providers and are protected by the Intellectual Property laws of the UK, US and other relevant countries. We may license third parties to use the Content at our sole discretion.
- 13.2. You may use the Content solely for your own internal business use and benefit and not for resale or other transfer or disposition to any other person or entity. You may not use, reproduce, modify, transfer, exploit, distribute or dispose of any Content for any commercial purposes, whether indirect or direct, nor in any manner that might compete with our business.
- 13.3. Save for where provided otherwise in these Event Terms, distributing, sharing, copying, posting, scanning, forwarding, selling, publishing, retransmitting or otherwise providing access to any part of the Content to anyone without our express prior written permission, is not authorised and may be a violation of national copyright law and the UK Copyright, Designs and Patents Act 1988.
- 13.4. Any request for permission to republish, reprint or use for any other purpose any of the Content or our trade marks should be sent to PMG in writing.
- 13.5. The Software belongs to us or our suppliers. Your use of the Software is governed by the terms of any licence agreement that may accompany or be included with the Software. Do not install or use any Software unless you agree to such licence agreement.
- 14. YOUR OBLIGATIONS**
- 14.1. The Events are not intended for users of under eighteen (18) years of age, and such individuals are not permitted to be Registered Delegates.
- 14.2. Without prejudice to clause 3.2 above, you represent and warrant that:
- 14.2.1. you have the capacity to agree to these Event Terms; and
- 14.2.2. you are at least eighteen (18) years of age.
- 14.3. You undertake that you will:
- 14.3.1. comply with all applicable laws in relation to the Events and/or your use of the Content including laws relating to the use of Intellectual Property;
- 14.3.2. not use the Content outside the scope of permitted use under these Event Terms and will not infringe any Intellectual Property or other rights in or relating to the Events or Content of any third party;
- 14.3.3. not copy, reproduce, recompile, decompile, disassemble, reverse engineer, upload, download, transmit, create derivative works from or otherwise exploit or tamper with any of our websites in relation to an Event or, subject to clause 13.5 above, any Software or other software embodied in any of our websites relating to an Event or the Content;
- 14.3.4. not restrict the use or the access of any of our websites, Events and/or Content by other registered delegates or authorised users nor hack into or cause damage to any server or other equipment operated by us;
- 14.3.5. conduct yourself in an appropriate business-like manner when attending an Event;
- 14.3.6. not record, film or take photographs at the Event unless expressly permitted by us; and
- 14.3.7. comply fully with these Event Terms and any additional copyright notices, restrictions or terms of use contained in our

- website in relation to any Event or Content.
- 14.4. We reserve the right, without any liability (subject to any liability we cannot exclude or limit at law), to refuse you admission or eject you from an Event for failure to comply with these Event Terms; or if in our opinion you represent a security risk, nuisance or annoyance to the running of the Event.
- 14.5. You acknowledge and agree that we may take photographs of you at an Event. If you do not wish for your photograph to be taken at an Event, please contact us in writing at PMG.
15. OUR OBLIGATIONS
- 15.1. We will exercise reasonable skill and care in our provision of the Events provided to Registered Delegates, but from time to time faults may occur, in which case we will use reasonable efforts to repair them as soon as reasonably practicable.
- 15.2. We will endeavour to ensure Event tickets are priced correctly on the websites or other publications (or otherwise in the Content). However, errors may occur. If such a pricing error is discovered, we reserve the right of reconfirming your order at the correct price.
- 16. LIMITATIONS OF LIABILITY**
- 16.1. Nothing in this Agreement excludes or limits our liability for:
- 16.1.1. death or personal injury caused by our negligence;
- 16.1.2. fraud or fraudulent misrepresentation; or
- 16.1.3. any other liability which cannot be excluded or limited by law.
- 16.2. Subject to clause 16.1 above,:
- 16.2.1. we and our Representatives shall not be liable whether in tort (including for negligence or breach of statutory duty), contract, misrepresentation, restitution or otherwise for any loss of profits, loss of business, depletion of goodwill and/or similar losses or loss or corruption of data or information, or pure economic loss, or for any special, indirect or consequential loss, costs, damages, charges or expenses however arising under this Agreement; and our total aggregate liability in contract, tort (including negligence or breach of statutory duty), misrepresentation, restitution or otherwise, arising in connection with the performance or contemplated performance of this Agreement shall be limited to the greater of (i) £[50], and (ii) the total amount paid to us by you under this Agreement for your attendance at the Event.
- 16.2.2.
- 17. INDEMNITY**
- 17.1. You shall indemnify us against all liabilities, costs, expenses, damages and losses (including any direct, indirect or consequential losses, loss of profit, loss of reputation and all interest, penalties and legal costs (calculated on a full indemnity basis) and all other professional costs and expenses) suffered or incurred by us arising out of or in connection with:
- 17.1.1. any claim made against us by any third party arising out of the Event, the actions or omissions of the Client or its employees, agents or subcontractors, or the performance (or failure in performance) of this Agreement by you;
- 17.1.2. any breach by you of any of the warranties, representations and undertakings in clause 14 above; and/or
- 17.1.3. the use by third parties of any user name and password issued to you by us, except in circumstances where you can demonstrate to our satisfaction that such third party obtained the relevant details through no fault (including, without limitation, negligence) of your own.
- This indemnity shall apply whether or not the Company has been negligent or at fault.
- 18. TERMINATION**
- 18.1. Either party may terminate this agreement in accordance with clause 9 above.
- 18.2. We may terminate this Agreement with immediate effect without providing notice to you, if you commit a breach of the Event Terms.
- 18.3. Cancellation of your access to an Event and use of any Content shall not affect any provision of this Agreement which is expressly or by implication intended to come into effect or to continue in effect after such cancellation or expiry.
- 18.4. Cancellation of your access to an Event and use of any of the Content on these Event Terms shall not affect our right to receive any outstanding sums due to us at the date of cancellation, which sums shall be payable within fifteen (15) days of such cancellation.
- 19. ENTIRE AGREEMENT**
- 19.1. This Agreement constitutes the entire agreement between us and you and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between us and you, whether written or oral, relating to its subject matter.
- 19.2. Each party agrees that it shall have no remedies in respect of any statement, representation, assurance or warranty (whether made innocently or negligently) that is not set out in this Agreement. Each party agrees that it shall have no claim for innocent or negligent misrepresentation based on any statement in this Agreement.
- 20. LAW AND JURISDICTION**
- 20.1. This Agreement and any dispute or claim arising out of or in connection with it or its subject matter (including non-contractual disputes or claims) shall be governed by and construed in accordance with the laws of England.
- 20.2. The parties irrevocably agree that the courts of England shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this Agreement or its subject matter.
- 21. FORCE MAJEURE**
- 21.1. We shall not be deemed to be in breach of this Agreement by reason of any delay in performing, or any failure to perform, any service or our obligations in relation to this Agreement, if the delay or failure was due to any cause beyond our reasonable control, including acts of God, explosions, floods, fire or accident, war or threat of war, terrorism or threat of terrorism, sabotage, civil disturbance, epidemic, pandemic, quarantine restriction, prohibitions or measures of any kind on the part of any governmental, parliamentary or local authority, import or export regulations or embargoes, or industrial actions or trade disputes (whether involving our employees or of third parties).
- 22. ASSIGNMENT AND SUB-CONTRACTING**
- 22.1. You must not assign, transfer, charge or otherwise encumber, create any trust over, or deal in any manner with, this Agreement or any right, benefit or interest under it, nor transfer, novate or sub-contract any of your obligations under it, without our prior written consent (such consent not to be unreasonably withheld or delayed).
- 23. NOTICES**
- 23.1. Any notice which is required to be given pursuant to these Event Terms shall be made by email or first-class post, in the case of you, to the address provided on your registration form and, in the case of us, to the address posted on the relevant website or otherwise notified to you in relation to any relevant Event. Any such notice shall be deemed to have arrived if sent by post within three (3) days of posting and if sent by email at the time of transmission.
- 24. THIRD PARTY RIGHTS**
- 24.1. A person who is not us or you shall not have any rights under or in connection with this Agreement.