

CCN Conference Terms & Conditions

Booking Terms

1. Bookings: Please complete the online booking form as per instructions and update CCN if there are any amendments, including contact emails, and email them to: ccnevents@local.gov.uk.
2. Amendments: If you require any changes to your booking, please email ccnevents@local.gov.uk, we will endeavour to make the changes prior to the conference.
3. Payment: Please provide a Purchase Order number for invoice purposes. If you are unable to provide a Purchase Order at the point of booking, please email it to ccnevents@local.gov.uk by 1st November 2022.
4. Accommodation: We encourage early booking for those requiring accommodation. Early booking guarantees a hotel room in the conference venue. Once the venue's accommodation has reached capacity we will arrange a suitable alternative, local, hotel.
5. Cancellation: a full refund will be offered to any delegate wishing to cancel their booking up to, and including, 30th September. After this date no refund will be offered however Councils will be permitted to change the name of the delegate attending the conference.
6. Images: We may take photos of attendees during CCN Conference which could be used for marketing purposes including social media. If you do not wish for any photos that you feature in to be used in this capacity, please let us know in advance (please email ccnevents@local.gov.uk).
7. Data Protection: CCN will only gather and process your personal data provided on the booking form, in order to ensure necessary arrangements are made for you in relation to the conference and in accordance with the General Data Protection Regulation ((EU 2016/679) and the Data Protection Act 2018). This may include passing information to the hotel for accommodation and dietary requirements and to suppliers for conference badges.

Covid-19

1. CCN will follow Government Guidance in relation to Covid-19 and therefore if guidance changes from the point of booking to the conference, we will communicate all requirements to members attending and require any guidance to be followed.
2. Cancellation: If Government restrictions include a national or local lockdown, restrictions on hospitality or social distancing measures, CCN will cancel the annual conference and issue a full refund to all attendees.
3. CCN recommends that attendees take a Lateral flow test prior to CCN Conference.
4. If attendees are unable to attend due to a positive Lateral flow/PCR test or due to Self-Isolation within one week of the conference taking place full charges will apply and refunds will not be possible. CCN will accept a substitute delegate in this circumstance with the same booking terms. Please contact ccnevents@local.gov.uk