



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: xxx.
2. Amendments: If you require any changes to your booking please email xxx, we will endeavour to make the changes prior to the conference.
3. Payment: Please provide a Purchase Order number for invoice purposes.
4. 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.
5. 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 (EMAIL).
6. 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 asks that all members, officers, corporate partners, sponsors, speakers, suppliers and staff (all attendees) are able to demonstrate their Covid-19 status before attending conference by providing both:
 - a. Proof of full vaccination – both doses received (with the second at least 14 days prior to the conference)
 - b. Proof of a negative NHS Lateral Flow Test taken the day before or morning of the CCN conference.
4. Proof of full vaccination accepted will be:
 - a. NHS App – NHS Covid Pass (a screen shot or download will be accepted)

- b. Purple vaccination card
 - c. Covid Pass letter (requested via the NHS website)
- 5. Proof of a negative NHS Lateral Flow Test accepted will be one of the following:
 - a. Photo of the test
 - b. Screen shot of test result on NHS App
 - c. Confirmation on the NHS website once result has been entered
- 6. 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.
- 7. CCN will follow any requirements of the venue regarding Covid-19 including asking attendees to use Track and Trace via the app or with the hotel upon registration.