



EBPOM CIC Terms and Conditions 2023

General

- EBPOM CIC is a community interest company incorporated under UK law.
- EBPOM CIC events are managed by Ginger Mischief Events Limited with a booking system built by DCS Digital.
- Transactions will show on your bank/card statements as paid to “EBPOM CIC”
- By attending an EBPOM CIC event you consent to potentially be recorded (audio or visual) during the event for example in question and answer (Q&A) / discussion sessions. Delegates who do not wish to be photographed or filmed should make themselves known to event staff at the beginning of the event.
- If you enter an abstract competition linked to an EBPOM CIC event, you are agreeing that you may be photographed, filmed and sound recorded during the meeting.
- Material captured during EBPOM CIC events and/or abstract competitions may be used for promotional or educational purposes and by attending the event, you consent to your image being used.

Booking

- Confirmation of registration and receipt of payment will be sent by email unless otherwise requested.
- A completed on-line registration form constitutes a firm booking.
- Registration fees DO NOT include accommodation.
- Registration fee includes entrance to meeting on the days registered for only along with any conference documentation and refreshments in breaks as indicated on the agenda.
- Queries regarding registration should be directed to admin@ebpom.org.
- Letter of Invitation: Individuals requiring an official Letter of Invitation can request one from admin@ebpom.org. To receive a Letter of Invitation, participants must first register for the Conference and submit payment in full. The Letter of Invitation does not financially obligate the Conference organisers in any way. All expenses incurred in relation to the Conference are the sole responsibility of the participant.
- Visa Requirements: It is the sole responsibility of the participant to take care of their visa requirements. Participants who require an entry visa must allow sufficient time for the application procedure. Participants should contact the nearest embassy or consulate to determine if a visa is required and the appropriate timing of their visa applications.
- We reserve the right to cancel a booking if payment is not made six weeks prior to the conference taking place.
- Off-line registrations may be subject to a surcharge of £50 to cover administration and invoice processing. This is in addition to the ticket price and will be added to the invoice.

Refunds / Cancellations

Cancellations by delegate

- If a delegate wishes to cancel their place at an event, then they are required to:
 - send a written request to the relevant team to admin@ebpom.org

- state within the request the delegate's full name, booking number and event booked

It is the responsibility of the delegate to ensure the written request is received by the relevant team. The delegate will receive a response by email, outlining their options. The money paid to register for the event will be returned to delegates in accordance with the schedule below:

| Notice given by delegate | Amount refundable |
|--|--|
| More than 12 weeks prior to the first day of the event | <ul style="list-style-type: none"> ● 100% refund - minus the administration charge of £50 ● Transfer to another event at the discretion of EBPOM CIC |
| Between 12 and 6 weeks prior to the first day of the event | <ul style="list-style-type: none"> ● 50% refund - minus the administration charge of £50 ● Transfer to another event at the discretion of EBPOM CIC |
| Between, 6 weeks and 12 days prior to the first day of the event | <ul style="list-style-type: none"> ● 25% refund - minus the administration charge of £50 |
| Less than and including, 12 days prior to the first day of the event | No refund available unless EBPOM CIC consider there to be exceptional circumstances |

*All events with a registration price of less than £100 will be exempt from the administration charge.

- If you fail to attend the event you are registered for and do not notify us in writing more than 12 working days in advance, we will be unable to offer a refund.



- Personal arrangements including travel, accommodation or hospitality relating to the event which have been arranged by you are at your own risk. EBPOM CIC will not be liable for any loss of enjoyment or wasted expenditure in the event of a delegate not attending an event.
- We take no responsibility for non-attendance due to adverse weather, transport or other elements beyond our control and no refunds will be available.

Substitution of delegate

- If the original delegate is unable to attend but wishes to transfer their place to another person, they need to send a written request to the relevant team to admin@ebpom.org and include:
 - the original delegate's full name, booking number and event booked
 - The replacement delegate full name and required booking details (company, dietary requirements etc) failure to provide the correct information may lead to dietary options not being available
- The written request should be received in writing no less than 12 days prior to the first day of the event.

Cancellation or postponement of event by EBPOM CIC

- If an event is postponed, cancelled or other material changes are made (such as a change of location); we will notify you by e-mail as soon as possible.
- The original place purchased will remain valid if a revised event is scheduled. However, should you be unable to attend the revised event, or it is cancelled, we will offer you the option to transfer to an alternative event or receive a refund of the face value of the place without an administration charge. If the option to transfer to another event is chosen the normal transfer rules will apply.
- Personal arrangements including travel, accommodation or hospitality relating to the event which have been arranged by you are at your own risk. EBPOM CIC shall not be liable for any loss of enjoyment or wasted expenditure in the event of an event being postponed or cancelled.
- No liability is assumed whatsoever if a delegate is unable to attend the event due to a fortuitous event, Act of God, unforeseen occurrence, or any other event that renders attendance at the event impracticable, illegal or impossible unless the whole event is cancelled. A fortuitous event shall include, but not be limited to war, fire, labour strike, extreme weather, terrorist activity, pandemic, or other emergencies.

Event programme and invited speakers

- Speakers and topics have been confirmed at the time of publication of the programme
- We reserve the right to change the conference speakers and session titles and timings at any time. Circumstances beyond the control of EBPOM CIC may necessitate substitutions, alterations, or cancellations of the speakers and/or topics. As such EBPOM CIC reserve the right to alter or modify the advertised speakers and/or topics, if necessary, without liability to you whatsoever. Any substitutions or alterations will be posted on the event webpage as soon as possible.
- EBPOM CIC accepts no legal responsibility for facts stated or opinions expressed during its events. It is up to each delegate to satisfy themselves as to which facts and opinions should be relied on.

Copyright of Educational Resources



- Copyright of EBPOM CIC educational resources remains the property of the authors and the EBPOM CIC does not claim the rights to any of the content.
- Recordings of EBPOM CIC content that are broadcast by TopMedTalk are the copyright by TopMedTalk Ltd.
- The views, thoughts, and opinions expressed in the slides are those of the author and do not reflect the official policy or position of any other employee, organisation, or company.
- None of the material contained in the live and recorded online events and courses may be reproduced or redistributed without EBPOM CIC's written permission. If available to download you may do so for your own non-commercial viewing.
- You may not sell, redistribute, reproduce, or convert any of the material. EBPOM CIC owns all trademarks and logos, and you may not copy or use them in any manner.

Special requirements

- EBPOM CIC endeavours to ensure our events are accessible for everyone and will provide access details on the event booking page. If you have any special requirements, please detail these when registering.
- Every effort will be made to cater for dietary requirements as stipulated on the delegate booking form. Dietary requirements given by delegates will be passed onto the venue and catering services, however we cannot guarantee food will be prepared in an allergen free environment.

Code of conduct

Everyone at an EBPOM CIC event deserves to be treated with courtesy and respect. We hold ourselves, and each other, accountable to the highest standards of mutual respect and care in all our interactions. Those who attend an EBPOM CIC event have a common agenda, cause, and interests, and collaborate by sharing ideas, information, and resources. It is of utmost importance to the EBPOM CIC that each and every person attending one of our conferences and events has a positive and rewarding experience and to that end, we invite all sponsors, volunteers, speakers, attendees, vendors, and others ("Participants") to help us realise a safe, respectful, and positive experience for everyone. When you participate in an event hosted by EBPOM CIC you are contributing to the overall experience, which makes us all accountable to each other.

EBPOM CIC is dedicated to providing a harassment-free and inclusive event experience for everyone regardless of gender identity and expression, sexual orientation, disabilities, neurodiversity, physical appearance, body size, ethnicity, nationality, race, age, religion, or other protected category. Participants asked to stop any harassing behaviour are expected to comply immediately.

Expected behaviour

EBPOM CIC expects all to:

- Be considerate and respectful to all sponsors, volunteers, speakers, attendees, vendors, and others ("Participants")
- Refrain from demeaning, discriminatory, or harassing behaviour, materials, and speech.
- Speak up if they observe anything at an event. If you are being harassed or feel uncomfortable, notice that someone else is being harassed, or have any other concerns, please contact a member of EBPOM CIC staff immediately.

Unacceptable behaviour

Unacceptable behaviour from any one at a EBPOM CIC event will not be tolerated. Unacceptable behaviour includes, but is not limited to:

- Intimidating, harassing, abusive, discriminatory, derogatory, or demeaning speech, materials, or conduct by any Participants of the event and related event activities. Many event venues are shared with members of the public; please be respectful to all patrons of these locations.
- Violence, threats of violence, or violent language directed against another person.
- Sexist, racist, homophobic, transphobic, or otherwise discriminatory jokes and language.
- Personal insults, particularly those related to gender, sexual orientation, race, religion, or disability.
- Inappropriate photography or recording.
- Taking of photos within the event environment for use on social media, without the prior permission of the individuals or owners of the content therein.
- Any boisterous, lewd, or offensive behaviour or language, including but not limited to using sexually explicit or offensive language, materials or conduct, or any language, behaviour, or content that contains profanity, obscene gestures, or racial, religious, or ethnic slurs.
- Failure to obey any rules or regulations of the event venue.

Consequences of unacceptable behaviour

Unacceptable behaviour will not be tolerated. Anyone asked to stop unacceptable behaviour is expected to comply immediately. If a Participant engages in unacceptable behaviour, EBPOM CIC may take any action it deems appropriate, including warning or expelling the offender from the event with no refund. For more egregious behaviour, EBPOM CIC may, in its reasonable discretion, temporarily ban or permanently expel a Participant from attending future events.

Data protection

Sometimes it is necessary to share information with third parties as an essential part of being able to provide our services to you, EBPOM CIC will not share data with any third party unduly. By completing your registration, you agree that we can share your details as follows:

- Name and dietary/access requirements: will be shared with our venue and/or caterer
- Name and email address: will be shared with AV partners, who we have a data sharing agreement with, where it is necessary to set up delegate access to an online event platform
- Name, job title and hospital/organisation: will be shared with venues, clinical content leads and sponsors
- Name, job title, organisation, dietary/access requirements: will be shared with organisations if we are running the event on their behalf.

Sponsors and exhibitors

- Sponsors and exhibitors at our events purely support the commercial aspects of the event and join us for the benefit of all attendees



- Our sponsors do not have input into the design of the programme or the content of any presentations, slides, workshops or talks unless explicitly stated.
- The inclusion of third-party adverts and sponsors does not constitute an endorsement, guarantee, warranty, or recommendation by EBPOM CIC and we make no representations or warranties about any product or service contained therein.
- Our sponsors have access to a list of attendees for the event they sponsor. The only information given to sponsors is name, job title and hospital/organisation

Privacy Policy

1. EBPOM CIC, is a Community Interest Company
2. We will contact you with details of events and news related to perioperative medicine
3. You can stop receiving message from us at any time by unsubscribing via the link at the bottom of all messages, or by emailing us at admin@ebpom.org
4. We DO not, never have and never will, share your email address with anyone else. We will only send you information from us, EBPOM CIC, on our primary or collaborative events including iPOETTS (International Prehabilitation Society (which is a merger of Perioperative Exercise Testing and Training Society (POETTS) and International Prehabilitation Society (IPS)) and news, offers and discounts.
5. We have your information from 3 different sources.
 1. You have attended our events, currently or previously. We will contact you to:
 - a. Update on the pre-event to confirm your participation and to keep you updated on event content, faculty, location and agenda and so on.
 - b. Post event we will contact you as a follow up to attending and ask for your feedback (a requirement of CPD approval) and to send you your Certificate of Attendance. In addition, with other relevant content, for example, copies of items presented, requested at an event.
 2. You have signed up to our website, www.ebpom.org, to be kept informed of our perioperative medicine news.
 3. You have made an on-line booking, or any booking using a debit or credit card. We do not store your card details.

You can stop receiving news and messages at any time by emailing admin@ebpom.org or via our MailChimp link. However, if you are signed up for a current event this will mean you will not be sent event updates, evaluation requests and Certificate of Attendance relating to that event.