

# National Conference 2025

## Registration Terms and Conditions

This document details the agreement between Church of England Educational Services Ltd (CEES) (the organiser) and delegate registrations for the National Conference 2024 hosted by the Church of England Foundation for Educational Leadership. These terms and conditions apply to the exclusion of any others unless expressly agreed in writing.

### Conference Details

Conference	National Conference 2024
Date	Wednesday 22 <sup>nd</sup> January 2025
Venue	St. John's, Hackney Church, London
Term	From ticket purchase via Eventbrite until the event
Closing Date for Registrations	20 <sup>th</sup> December 2024
Delegate Fee	£250 inc VAT per delegate
Cancellation Policy	We are unable to offer a refund of delegate registration payments. However, registered delegates who are unable to attend the event are able to transfer their ticket to a different named delegate.

### Booking

- These outlined terms and conditions take effect when the organiser acknowledges receipt of a ticket order via Eventbrite.

### Cancellation

- In the event of cancellation by a registered delegate, CEFEL are unable to refund the registration payment to the delegate.
- Notification of cancellation must always be given in writing via email to Kalyn Mallard, Events Manager at [kalyn.mallard@churchofengland.org](mailto:kalyn.mallard@churchofengland.org). The organiser retains the right to re-sell cancelled space without prejudice.

### Alterations to Bookings

- In the event that a registered delegate is unable to attend the event, their booking may be transferred to another named delegate without cost.
- If registration for the purchased ticket is transferred to another named delegate, this must be communicated in writing to the Events Manager, Kalyn Mallard, at [kalyn.mallard@churchofengland.org](mailto:kalyn.mallard@churchofengland.org).

### Health and Safety

- Delegates attending the event must abide by the health and safety rules of the venue.
- In the unlikely event of an emergency, delegates will be instructed to follow the lead of the event staff.

### Data Protection

- Delegates' personal data is collected and used in line with our National Society Events Privacy Notice, which can be viewed at the following link:  
[https://www.churchofengland.org/sites/default/files/2024-06/ns\\_events\\_privacy\\_notice\\_2024\\_v3.pdf](https://www.churchofengland.org/sites/default/files/2024-06/ns_events_privacy_notice_2024_v3.pdf)
- By registering to attend the event, delegates acknowledge and accept that photography and filming will take place throughout the duration of the event.
- Any delegate who wishes to not be included in media from the event must make themselves known to a staff member at the beginning of the event.

### Photography/Media Consent

- As above, by registering to attend the event, delegates acknowledge and accept that photography and filming will take place throughout the duration of the event.
- Any delegate who wishes to not be included in media from the event must make themselves known to a staff member at the beginning of the event.

### Disclaimer

- In the event of postponement or cancellation of the event by the organiser, the registered delegate will be contacted by the organiser regarding the status of their registration and any details concerning any future events.