



## 12TH EUROPEAN MUSIC THERAPY CONFERENCE EDINBURGH 2022

### **TERMS AND CONDITIONS**

To qualify for early bird registration, registration fees must be paid in full by the early bird deadline of 31 January 2022. Registration fees received after this date will revert back to the standard Conference applicable rate. Registration fees are based on date of payment receipt, not the date of receipt of registration form.

After 30 March 2022 midnight GMT, only payment made by credit card will be accepted.

EMTC is committed to the health and safety of our delegates, sponsors and exhibitors, your communities and our industry. In the event of travel bans, border closures, restrictions on large gatherings, or other impacts due to Covid-19 pandemic or other conditions, the Conference will move from a hybrid event to a virtual Conference or change dates.

If moved to a virtual Conference the difference in registration rates will be refunded. In the case that the delegate does not wish to attend the Conference virtually, no full refunds will be given, only the difference in the fee will be refunded.

By registering to attend the Conference, you accept these conditions.

#### **Cancellation Conditions**

If the Conference is proceeding as a hybrid event, a request to convert to a virtual registration from a full registration will receive a refund of the difference if advised via email by 10th March 2022.

Cancellations received in writing to the Conference Office by 31st January 2022 will be accepted and all fees refunded less an administrative fee £30.00. Cancellations from 1st February to 15th March 2022 will incur a 20% charge on the registration fee. Cancellations or requests to change registration type received after this date cannot be accepted and will not be refunded (in part or full).

**Transfer of registration:** Transfer of your registration to another person within your organisation is acceptable. The full name and details of the person that will replace you must be advised in writing to the Conference Office prior to the Conference.

**Non-attendance:** No refunds will be made for non-attendance at the Conference.

#### **Conference Cancellation by EMTC2022**

It may be necessary for reasons beyond the control of the EMTC2022 to alter the times, dates, itineraries, or speakers of the Conference by notice to you at any time. In the unlikely event of cancellation of the Conference, the maximum liability of EMTC2022 is the full amount of the refund of the Conference registration fee and its associated components of attendance with no additional liability for travel costs, hotel costs, or any other costs or expenses whatsoever.

In the unlikely event of cancellation or postponement of the Conference due to circumstances beyond EMTC2022 reasonable control including but not limited to, acts of terrorism, war, acts of God and natural disaster or global health crisis, EMTC2022 or Speakeasy Event Productions cannot be held responsible for any cost, damage or expense which may be incurred by registrants as a consequence of the event being postponed or cancelled.

Processing time for bank refunds: Refunds (less applicable administrative fees) if applicable will be processed no later than 30 days of the conclusion of the Conference. After this date if no bank details have been received by the Conference the refund will be forfeited.

### **Late Registration**

The Conference organisers cannot guarantee that collateral, will be available to late registering delegates (inside one month before the Conference). In addition, there is a risk that social programme functions may be fully subscribed.

### **Virtual Attendance**

As a virtual attendee you will be issued with a unique username and passcode to access the conference. These details are for your own use and should not be shared.

No unauthorised filming or sharing of online content is permitted.

### **Filming**

The conference organisers may film and publish conference content. Participants at the conference may appear in the filming of the content.

## ***PRIVACY STATEMENT***

EMTC2022 has adopted the EU General Data Protection Regulation (GDPR) for the purposes of the Conference. The Privacy Principles govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information. The EU General Data Protection Regulation (GDPR) sets out rules and guidance about how personal information should be treated. And as well as the specifics, the law provides a set of general principles that must permeate all acts of data processing. EMTC2022 reserves the right to modify or amend privacy and copyright statements at any time, provided those modifications or amendments comply with applicable laws.

## ***USE OF PERSONAL INFORMATION***

The Conference will collect and store information you provide in this Registration Form for the purposes of enabling us to:

- register your attendance at the Conference;
- assist with administrative and planning purposes;
- plan and develop Conference and other events in the future;
- facilitate your requirements in relation to the Conference; and
- allow the compilation and analysis of statistics relevant to the Conference.

The information that you provide in the Registration Form and information provided at any other time during the Conference, including without limitation any feedback obtained during the Conference, will be used by the Conference to offer, provide and continue to improve its Conference and other services.

To fulfil your request to access the online registration portal you enter into an agreement with EMTC2022 and we capture and process a set of personal information provided by you. For EU data protection law our lawful basis for processing personal data for this purpose is Article 6, (1)(b).

The data that we collect from you is transferred and stored within the United Kingdom (UK), the United States, Australia and other jurisdictions around the world. We will retain your data only for as long as we have a business requirement to do so.

To provide you goods and services, EMTC2022 works with a range of suppliers. These third parties operate under contract with EMTC2022 and we will share your information with these parties where it is necessary to deliver the goods and services you have requested.

These suppliers are data processors under data protection law and can only process your information in line with the instructions we provide in their contract. These include specific clauses to protect your personal information. They will not share your personal information with any organisations apart from us. They will hold it securely and retain it for the period we instruct.

In some circumstances we are legally obliged to share information. This would relate to regulators, law enforcement bodies, government agencies, courts or other third parties where we think it's necessary to comply with applicable laws or regulations, or to exercise, establish or defend our legal rights. Where possible and appropriate, we will notify you of this type of disclosure.

**Access rights.** You have the right to access information we hold about you. Your right of access can be exercised in accordance with the EU General Data Protection Regulation (GDPR) or applicable data protection law at any time by contacting us via the contact details provided in this policy

**Data Rectification/Erasure.** You have the right to have your data rectified if you believe it is inaccurate and/or erased if you believe it is no longer necessary for us to process your data or you have withdrawn your consent (where consent was given to process data in the first place).

**Data portability.** You can request access to your data, and for the data to be provided to you in an accessible format (e.g. in a word processing document or spreadsheet) at any point.

Emails and information transmitted are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you are not the intended recipient, please delete it and notify the sender.

## ***DISCLOSURE OF PERSONAL INFORMATION TO THIRD PARTIES***

The Conference will not otherwise, without your consent, use or disclose your personal information for any purpose unless it would reasonably be expected that such purpose is related to the offer, provision and improvement of the Conference or where such purpose is permitted or required by law.

By registering for this Conference, all registrants grant permission to EMTC2022 the association and its agents, to take photographs at the Conference to reproduce and to distribute in association educational, news or promotional materials and other association publications, whether in print, electronic or other media, including the Conference website.

By participating in the Conference, you permit the association to use, reproduce and distribute photographs taken of you for such purposes and waive your legal rights to pursue any cause of action against the EMTC2022 related to such photographs. If you have any concerns regarding the use of photographs taken of you during the Conference, please see the registration desk during the Conference or email the Conference organisers [events@speak.co.uk](mailto:events@speak.co.uk) by 25 May 2022.

It is understood these images may be used for promotional, news, on-line/multimedia, research and/or educational purposes by and for EMTC2022. Attendees agree that they are not entitled to remuneration, residuals, royalties or any other payment from EMTC2022 in respect of their image/likeness or its use.

Attendees release, discharge, and hold harmless, EMTC2022 and its agents from any and all claims, demands or causes of actions that they may hereafter have by reason of any anything contained in the photographs or video. Should an attendee not agree to the above image release, they must advise the Conference Office. EMTC2022 has the discretion to update their privacy statement at any time. If you have questions, comments, and requests regarding this privacy policy, please email us at [events@speak.co.uk](mailto:events@speak.co.uk)