

Event Terms and Conditions:

1. Please seek the permission of your line manager before registering to attend the HVB event.
2. Please be aware that submission of your registration does not constitute confirmation that a place has been awarded to you.
3. Places are limited and will be allocated on a 'first-come, first-served' basis. We will notify participants the outcome of their application shortly after the deadline. Full details for delegates will be sent separately by email approximately 10 days before the event is due to take place.
4. The University of York will not be held liable for any costs incurred by you prior to a confirmed place being awarded.
5. The University of York will not be held liable for costs incurred due to circumstances outside of our control, such as transport delays, late changes in venue availability, or restrictions due to COVID-19.
6. Delegates will be responsible for any travel and subsistence costs incurred up to the point of their arrival at the event venue and for their return journey at the end of the event.
7. This event is free to attend however, we ask you to bear in mind that it is paid for using public funds. If you cancel your attendance we may still have to pay for the full cost of your place which is a waste of money that we could have used to support alternative Network initiatives. *Please take time to consider your availability before applying for a place.* Please let us know if you don't need accommodation, or any specific meal – this will help us to reduce costs.
8. If you are awarded a place at this event but do not attend it without first notifying us, the HVB Network reserves the right to reject future applications from you to attend HVB Network events.
9. If you are awarded a place on the event, your registration details may be shared with the Guildhall, our caterers and hotels so that they can process your accommodation, food and any other requirements. A delegate list will be produced for the event, but it will only contain names and organisations. We will not share your email address with other delegates without your permission.
10. HVB is an inclusive organisation and we aim to assist all participants to access our events. If you have any specific requirements, please contact us in good time before the event and we will do our best to assist you. **Please be aware that accommodation will be a short walk from the meeting venue.** For specific dietary requirements the venue may not always be able to guarantee availability, but we will do our best to accommodate your needs.

For all enquiries relating to HVB events, please email: hvb-network@york.ac.uk.