

## **Terms and Conditions**

Thank you for accessing [www.symposia.org.uk](http://www.symposia.org.uk) (the "Website"). Please read these terms and conditions before using the Website which is operated by The Symposium Office (which is a part of Genesis Research Trust, registered charity number 292518), whose registered office is at IRDB Building, Wolfson Weston Research Institute for Family Health, Imperial College London W12 0NN ("we", "us" or "our").

By using the Website, you signify your acceptance of these terms and conditions in consideration of which we provide you with access. From time to time we may modify these terms and conditions so please continue to review them whenever accessing or using the Website. If at any time you do not wish to accept the Terms, you may not use the Website.

### **1) About The Symposium Office website**

THE SYMPOSIUM OFFICE website allows you to view and book your place at courses, conferences, symposia and other events organised by the Symposium Office.

### **2) Registering to use the service and protecting your password**

If you are booking courses regularly you may choose to register your details for your future convenience. During check out, you will be asked to choose a password to protect your secure account; you are responsible for maintaining the confidentiality of your password. If you become aware of any unauthorised use of your password, we recommend that you change your password immediately or contact the charity as detailed on the website ([contact@genesishresearchtrust.com](mailto:contact@genesishresearchtrust.com)). If you prefer, you may use the website without registering, but we will have to take some personal details in order for payment to be verified and processed.

### **3) Fees**

The Symposium Office does not charge any fees for using the website. The only fees levied are for your registration.

### **4) Applications and how to pay**

All applications should be accompanied by the appropriate fee, which may be paid by

- cheque (Sterling cheque or Bankers Draft),
- credit card (Visa or Mastercard),
- debit card.

The application form should be completed on-line and submitted electronically by clicking the 'Submit' button at the bottom of the form. Please check the details on the confirmation screen and, if they are correct click the 'Proceed to Payment' button. You will then be redirected to a secure payment page where you can enter your card details.

All fees will be taken in pounds sterling. You may correct any errors by following the instructions given on the screen. Once you confirm that you wish to proceed with the payment we will process the transaction by requesting funds from your credit or debit card provider.

If payment is successful, your booking will be confirmed on the screen and in an email generated automatically by the website. A receipt will be sent as a separate email, either to you or to an alternative address if you specified one on the form (e.g. if the fee is being paid by an institution rather than you personally). If confirmation does not arrive in your Inbox, please check your Spam folder.

### **5) Unauthorised card use**

When a payment is made on THE SYMPOSIUM OFFICE website, the transaction is final and not disputable unless unauthorised use of your payment card is proved. If you become aware of

fraudulent use of your card, or if it is lost or stolen, you must notify your card provider in accordance with its reporting rules.

#### **6) Use of your personal information**

The personal information which we ask you to give us when making a payment will be used by us in connection with processing your payment. THE SYMPOSIUM OFFICE will not use your information for marketing our products and services to you unless you agree to be contacted. We will only use your information in accordance with our Privacy notice.

#### **7) Use of THE SYMPOSIUM OFFICE website**

You must at all times use the website and its associated services in a responsible and legal manner. In particular, but not exclusively:

You must not upload offensive, obscene or racist content, including photographs, on to the website. THE SYMPOSIUM OFFICE does edit the website and reserves the right to remove or edit any content posted on the website at its sole discretion and without notice, regardless of whether or not it is, in the opinion of any third party, offensive, obscene or racist. If you notice any such content, please contact THE SYMPOSIUM OFFICE.

You may not remove or change anything on the website.

In addition, you as a user must not:

- misrepresent your identity or affiliation with any other person or organisation;
- use the website to send junk email or 'spam' to people who do not wish to receive email from you;
- use the website to conduct, display or forward surveys, pyramid schemes or chain letters;
- use the website to advertise or otherwise solicit for funds and ensure there is not a solicitation for goods or services, except for encouraging other users of the website to register for courses organised by THE SYMPOSIUM OFFICE, or to conduct or advertise any on line auctions;
- interfere with, or disrupt, the service or services or networks connected to the service and introduce any computer virus (including any variant or similar malicious code or instructions) to THE SYMPOSIUM OFFICE systems.

THE SYMPOSIUM OFFICE reserves the right to block your IP and your access to the website without notice in the event of a breach of the above rules.

#### **8) Links**

THE SYMPOSIUM OFFICE website contains links to the websites of charity partners and other organisations, whether charities or otherwise. Inclusion of a link to another website does not imply endorsement of its content or opinions. Your relationship and any transactions with other organisations through their websites or otherwise are your own responsibility.

#### **9) Competitions and Promotions.**

From time to time we may run competitions and promotions via the Website. Separate terms and conditions will be posted where applicable governing such competitions and promotions.

#### **10) Trademarks**

The name, The Symposium Office and any other product and service names that we may present on the website from time to time may not be used in connection with any product or service that is not THE SYMPOSIUM OFFICE's, nor in any manner that is likely to cause confusion, or in any way that may disparage or discredit THE SYMPOSIUM OFFICE. Other trademarks, service marks or logos that appear on the website, in particular (but not exclusively) those of our partners, are the property of their respective owners and are likely to be registered trademarks and subject to restrictions as to their use. They must not be used without the express permission of the trade mark owner.

## **12) Copyright**

All content on THE SYMPOSIUM OFFICE website is owned or licensed to The Symposium Office, our partners, or other original providers, and is protected by the applicable intellectual property and proprietary rights and laws. You may copy content for your own personal, non-commercial use provided you do not alter it or remove any copyright, trade mark or other proprietary notice. No other use of the website's content is permitted without the express prior permission of THE SYMPOSIUM OFFICE, and, where applicable, the copyright holder.

## **13) Changes to the service**

THE SYMPOSIUM OFFICE will make every effort to ensure that the website and other services are available continuously, but reserves the right to modify, suspend or discontinue all or any part at any time with or without notice. Unless specifically exempted, any new features, services or software applications introduced shall be subject to these Terms of Service.

## **14) Failure to comply with these Terms of Service**

In the event that you commit a breach of these Terms of Service THE SYMPOSIUM OFFICE reserves the right at its sole discretion to immediately and without notice suspend or permanently deny your access to all or part of THE SYMPOSIUM OFFICE website and services.

## **15) Termination**

You may discontinue use of the website and services at any time. These Terms of Service will continue to apply to past use by you.

## **16) Limitation of Liability**

THE SYMPOSIUM OFFICE does not, and nothing in these Terms of Service shall act to, exclude or limit THE SYMPOSIUM OFFICE's liability for death or personal injury resulting from its negligence, fraud or any other liability which may not by applicable law be excluded or limited. Subject to exceptions listed above, in no event shall THE SYMPOSIUM OFFICE be liable for any claims, loss or damage, whether direct or consequential which you claim to have suffered by reason of your accessing and use of THE SYMPOSIUM OFFICE website.

## **17) Disclaimer**

You agree that your use of THE SYMPOSIUM OFFICE website is on an "as is" and "as available" basis and that your use of the website is at your sole risk. THE SYMPOSIUM OFFICE does not guarantee continuous uninterrupted or secure access to our services and operation of the website may be interfered with by numerous factors outside of our control. On that basis, except as expressly set out in these Terms of Service, THE SYMPOSIUM OFFICE does not provide conditions, warranties or other terms in relation to the website, to the extent permissible by law.

THE SYMPOSIUM OFFICE may change the format and content of the website from time to time. You should refresh your browser each time you visit THE SYMPOSIUM OFFICE website to ensure that you download the most up to date version of the website, including the latest version of these Terms of Service.

## **18) Governing law**

These Terms of Service are governed by English law and are subject to the exclusive jurisdiction of the English courts.

## **19) Third party rights**

A person who is not a party to these Terms of Service has no right under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of these Terms of Service.