



# **Event Terms and Conditions**

## **September 2025**

## Event – Terms and Conditions

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Humber Education Trust (HET) conferences, summits, short courses and training programmes are provided by HET, an exempt charity regulated by the Secretary of State for Education. HET is a company limited by guarantee registered in England and Wales (company number 08682547), whose registered office is at c/o Bude Park Primary School, Cookbury Close, Hull, HU7 4EY.

These terms and conditions apply to all events provided by HET.

### 1. General Principles

- HET events are designed to support those working within education sector. Any queries about who should attend, or arrangements for bookings, should be sent to [communications@het.academy](mailto:communications@het.academy).
- HET events must be booked via the completion of the designated booking form. HET cannot accept bookings via telephone or email.
- By submitting a booking form for one or more attendees, your school/trust/company is committing to the cost of these places; event costs are clearly stated on the advertising material.
- Confirmation of your place(s) will be provided via email once the booking form has been processed. If an event is fully booked, you may have the opportunity to join a waiting list so that we can contact you if a space becomes available.
- An invoice will be provided for your booking as a separate email, this will be sent to the finance contact directly where HET has their details on record.
- HET reserves the right to amend conference, summit, course and training programmes from time-to-time where circumstances dictate.

### 2. Cancellation and transfer policy

- If an attendee is no longer able to attend a HET event, their place can be transferred to another colleague from within the same organisation, unless the event is role specific. HET must be notified by email to [communications@het.academy](mailto:communications@het.academy) no later than three working days before the event takes place. HET will not charge a fee for making transfer arrangements and will additionally make every effort to complete transfers within one working day of the request.
- HET commits to costs in the development and delivery of its events and therefore must implement the following cancellation policy:
  - For no shows - no refund is due.
  - For cancellations at 6 weeks' notice or less - no refund is due.
  - For cancellations between 6 to 12 weeks' notice - 50% refund is due.
  - For cancellations at more than 12 weeks' notice - a full refund is due.

- HET reserves the right to waive the cancellation policy at its discretion in exceptional circumstances.
- Where events are part of a series, the attendee commits to attendance at all events. Refunds are not available for partial attendance.
- HET reserves the right to convert a conference, summit, short course and/or training programme to an online event or provide access to the event content via a live stream, should the need arise due to external factors. In the circumstances where HET provides digital access, HET will endeavour to give delegates a minimum of seven days' notice. When digital access is provided, refunds are not available.
- HET reserves the right to cancel a conference, summit, course or programme in exceptional circumstances. Where this is necessary, HET will seek to provide a viable alternative and transfer delegates. If this is not possible, a full refund or credit note will be provided. HET will not, however, be able to refund any travel or accommodation costs incurred.

### **3. Intellectual property**

- Unless otherwise stated, all intellectual property rights for articles, blogs, images and all other written material on the HET website and/or emails, resources and materials belong to HET.
- Any resources provided are for the exclusive use of delegates and should not be shared more widely.

### **4. Acceptance of terms and conditions**

- These terms and conditions may be revised from time to time and updated versions will be posted on HET's website. Participants are responsible for keeping up to date with all changes. Continued participation in the event shall be deemed acceptance of all changes to these terms and conditions.

### **5. Privacy Policy**

- Please read HET's Event Privacy Notice for information about how we use your data.