



## Annual Conference

### Terms and conditions of booking

1. The AIA undertakes tours on the basis of these terms and conditions, which, read with the booking form and the tour descriptions above, set out the full terms of your agreement with the AIA. No variation can be accepted unless made in writing and signed by the Secretary.
2. Should there be before or during the Conference any significant increases in or extensions to the scope of VAT or other new taxation or increases in coach costs due to increases in the cost of fuel, taxes imposed by the government, or other causes, the organisers reserve the right to increase the fees payable to cover the extra cost.
3. No contract shall exist between the applicant and the AIA until the issue of an acceptance letter/email by the Conference Administrator.
4. An invoice for payment in full will be issued by the Conference Administrator as soon as possible after receipt of your booking form (electronic or on paper).
5. Acceptance of applications after 8<sup>th</sup> August 2025 is at the discretion of the Conference Secretary.
6. No refunds can be made for cancellations received after 8<sup>th</sup> August 2025. For cancellations made in writing prior to that date there will be a sliding scale of refunds based on any charges made by the host establishment. Delegates are strongly recommended to take out holiday cancellation insurance cover. The Secretary may waive or vary these conditions and may make refunds at his discretion provided written notice of cancellation has been received.
7. The published programme is subject to alteration. Should it prove necessary to change or cancel all or part of the conference the liability of the AIA is limited to returning any monies paid for the affected events or visits if any offered alternative is unacceptable.
8. All bookings will be on a first come first served basis.
9. Please note that it is the responsibility of all delegates to satisfy themselves that they are physically capable of undertaking the visits they select and to wear suitable clothing and footwear. The organisers reserve the right to exclude from any event or visit any delegate either who is not considered capable of safely completing any visit, or whose clothing or footwear is judged inadequate or unsuitable for the activities planned.
10. A separate booking form must be completed by each applicant. The completion of the booking form implies assent to these terms and conditions.
11. All monies received in advance of the conference will be held in a separate bank account under the control of an independent trustee who will not release the funds to the AIA until the conference has been successfully concluded.
12. Should there be any complaint against the AIA for failure to provide the conference as described then such complaint must be made to the secretary of the AIA within 14 (fourteen) days of the end of the conference. Any complaint or claim made thereafter may not be covered by the security of payment provisions.
13. These terms together with the booking form, and the itinerary above, comprise the package being offered by the AIA.