

ASSOCIATION FOR INDUSTRIAL ARCHAEOLOGY (AIA)
Terms and conditions of booking (TCB) for the AIA Annual Conference

1. The residential fee for the main conference includes accommodation, all meals (including the Conference Dinner), light refreshments, lectures, from Friday dinner to lunch on Sunday (inclusive), but does not include the seminar.
2. The fee for the seminar day (09.00-17.00) includes morning coffee, lunch, afternoon tea, and attendance at the seminar.
3. During the additional programme (from the afternoon visit on Sunday to Wednesday inclusive) accommodation fees are for dinner, evening events, bed & breakfast only. Dinner and the evening events are priced for both resident and non-resident delegates with the costs of the visits priced separately. Lunch is included on all weekday tours **except tours E and H**.
4. Non-residential fees exclude bed & breakfast but otherwise include all meals, lectures, visits etc for the main conference as in conditions 1 2 & 3.
5. 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, the organisers reserve the right to increase the fees payable to cover the extra cost.
6. Full payment of all fees must be made at the same time as the application. Those booking through an institution may make a provisional reservation of a place while payment is awaited but payment must arrive before the date from which late booking fees are applicable or the booking cannot be guaranteed and the late booking fee will be charged. Applications made after the date from which late booking fees are applicable must be accompanied by the full fee payable plus £15.00 late booking fee. Acceptance of late applications is at the discretion of the Conference Secretary. Until the full fee has been paid no application can be regarded as binding on the AIA.

Payment may be made by electronic transfer using your bank's online facilities to NatWest, 50 Station Road, Llanishen, Cardiff CF14 5QP **Branch Code: 52-21-63 Account: 29175275** Account Name: Association for Industrial Archaeology **BIC: NWBKGB2L IBAN: GB79 NWBK 5221 6329 1752 75** Using reference: <your surname>

Or by sterling cheque drawn on a UK bank made payable to 'Association for Industrial Archaeology'

7. No refunds can be made for cancellations received after the date from which late booking fees are applicable. 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. A handling charge of £10.00 will be deducted from refunds. **Delegates are strongly recommended to take out holiday cancellation insurance cover.** The Conference Secretary may waive or vary these conditions and may make refunds at his discretion provided written notice of cancellation has been received.
8. 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.
9. All bookings will be on a first come first served basis.
10. 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. Programme notes contain advice as to the amount of walking involved for each visit and further guidance on footwear and clothing will be given in the joining instructions. Delegates should note the advice in the programme notes as to the amount of walking.
11. Applicants may choose from the options shown on the booking form. Special arrangements can only be made in exceptional cases and any requests for such arrangements must be made well in advance of the Conference to the AIA Conference Secretary.
12. A separate booking form must be completed and signed by each applicant. The completion of the booking form implies assent to these terms and conditions including the express requirements detailed in the accompanying letter on the part of the applicant. Completed photocopies of the Booking Form are acceptable.
13. 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.
14. 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.
15. These terms together with booking form, the Conference Secretary's letter dated January 2018, and the outline programme and visit notes, comprise the package being offered by the AIA.