

POLYMER STUDY TOURS TERMS AND CONDITIONS

The Polymer Study Tours are organised in collaboration between the Worshipful Company of Horners, the BPF and IOM3, with support from the host companies and UK polymer industry at large. Registration is regarded as acceptance of the following terms and conditions.

1. **Eligibility to attend**

The courses are open to educationalists from the UK that teach design technology and engineering in the 11-19 sector. Science teachers are welcome to attend, but the courses have been designed to meet the needs of the D&T curriculum.

Access to anyone else (for example lab/workshop technicians) is at the discretion of the organisers.

2. **Course booking**

Although we do our best to accommodate late delegate registrations onto our events, you are advised to book early.

3. **Confirmation of registration**

Acknowledgement of your booking will be emailed once you have registered online via the Polymer Study Tour booking portal.

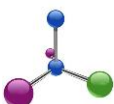
4. **Cancellation policy**

We hope that all that register to attend a Polymer Study Tour can attend. However, we know that life happens and sometimes this is not the case. The following cancellation policy will apply.

- Cancellations more than 4 weeks ahead of the course will not incur a cancellation charge.
- Cancellations between 2 and 4 weeks from the start of the course will incur a cancellation charge of £50.
- Cancellations less than 2 weeks from the start date of the course will incur a cancellation charge of £100.
- Failure to turn up on the course will incur a cancellation charge of £150.
- Substitutions are permitted and registrations may be amended. If this is the case, there will be no cancellation fee. If no substitute can be found the relevant cancellation fee will be applied.

5. **Specific needs**

The organisers aim to ensure that the Polymer Study Tours are accessible to all. If you have any specific needs, please advise us at the earliest possible time and we will contact you to discuss your requirements.



6. **Accommodation and subsistence**

Overnight accommodation is provided during the course along with all meals and refreshments. If you do not wish to take up the offer of accommodation, please let us know as soon as possible. Please notify us of any special dietary requirements so that we can make the necessary arrangements. We are unable to provide accommodation for the night before or after the course, but you may be able to book at the same hotel, at your own expense.

7. **Travel**

The organisers are not responsible for making travel arrangements for delegates to and from the Polymer Study Tours. However, if you are travelling by public transport, we will ensure that you and your bags are transported between the venue and hotel.

8. **Insurance**

Insurance of any kind is not included with the Tours. It is recommended that at the time of booking your place on the course, you take out an insurance policy of your choice to cover any losses caused by your cancellation of your participation, for example loss of travel fares. You should also cover for medical expenses and loss or damage to your personal property.

In the unlikely event that we must cancel an event, we will be unable to cover any loss of travel costs and you are advised to insure against this.

The organisers cannot undertake any responsibility for any participant failing to arrange their own insurance cover.

9. **Contribution towards cover and travel**

The organisers are pleased to be able to offer all delegates a contribution of up to £250 towards the cost of supply cover and travel* to attend the Tours. Details of how to claim this will be provided during the course. Claims must be submitted on the form supplied within 3 months of the start of the course. The organisers reserve the right to reject claims made after this time.

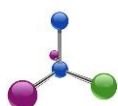
* A mileage rate of 45p per mile applies to those travelling by car. However, we recommend delegates travel by public transport whenever possible, in which case standard rail fare will be covered and receipts must be supplied.

10. **Joining Instructions**

Detailed course information including times, venue location, etc. is included with confirmation of your registration. Should you require any additional information, please get in touch.

11. **Event documentation**

All delegates are provided with comprehensive notes and handouts in English. Please note that all event literature is copyrighted and may not be reproduced without permission. Whilst every effort will be made to ensure that the course notes and all information given out during the course is accurate, no legal liability is accepted for any



errors or omissions, or any conclusions drawn from the information. This applies to information given in writing or verbally.

12. Programme

The organisers reserve the right to make unavoidable changes in the programme or to cancel an event at any time and offer delegates an alternative date, without any liability for resulting or indirect loss.

13. Venues

Venues are sourced and visited to comply with our high standards and expectations. We want delegates to have a pleasurable as well as education experience on the Tours.

14. Data Protection Notice

IOM3 will hold your contact details on the registration system and your personal data will be processed in compliance with Data Protection law. We will use your data to administer your course attendance and to contact you about matters relating to your attendance. In addition, all delegates on Polymer Study Tours will be given free access to IOM3 Education and Outreach resources. Please see the IOM3 [Privacy Notice](#) for more information.

