

EVENTS TERMS AND CONDITIONS

Training and events bookings

- Places at our training workshops and events are limited so please book early to avoid disappointment.
- Unless stated otherwise, our training workshops take place at NPC's offices: 185 Park Street, London SE1 8BL. Venues for external events can be found on our website on each event subpage.
- The fee for all training workshops includes the provision of tea, coffee, fruit and biscuits. Lunch is provided in addition to this at full-day training events.
- Please note that you are not allowed to film or record at any of our events—nor are you permitted to reproduce and/or distribute any of the materials given out.
- Bookings for our events can be made through our website. For all training workshops and some events you will be directed to Eventbrite, an online ticketing service. Click here for Eventbrite's [terms of service](#) and [privacy policy](#).
- We prefer bookings by credit or debit card via Eventbrite. In case this is not possible for you, we are happy to arrange an invoice. Please email us at events@thinkNPC.org with the following information: name of participant, position in organisation, email address, dietary requirements, contact & address to send invoice to. Payments must be made prior to the event. Invoices are payable within 21 days from date of invoice. In case you register at short notice (less than 21 days in advance), please note that we kindly ask you to execute the payment at your earliest convenience prior to the event.

Cancellations

Cancellations of all training workshops and events, as well as any other changes that affect the participant's attendance, should be received in writing, preferably via email to events@thinkNPC.org.

Cancellation of trainings by delegates

- Full day and half day training: a full refund or the option to transfer the booking to another training date will be granted if we receive cancellation notice up to two weeks (14 days) prior to the event. After this date we regret that no refund or transfer can be given.
- If you have paid for a delegate place and are unable to attend for any reason, a substitute delegate may attend in your place. Please let us know about these changes at least 24 hours prior to the event.
- Please note that non-arrival at a course, with or without notice, counts as a cancellation.

Changes and cancellation of an event by NPC

- NPC reserves the right to modify or cancel any event if there are insufficient numbers or if other unforeseen circumstances arise, but we will do our utmost to avoid doing so.
- Where NPC cancels an event that you have paid to attend, we will offer you a full refund (or a credit for a future event). Full advice on refunds/credits will be provided at the time of cancellation.

These terms & conditions apply for all events and training workshops that NPC delivers, effective immediately until further notice.