



## Event Cancellation Policy

### Substitution requests:

1. If you are unable to attend the Event we welcome substitute delegates attending in your place at no additional cost.

All requests for substitutions must be received via email at least 24 hours before the Event with the name, telephone number and contact email for both the registered and replacement delegates: [tmrweekend@gmail.com](mailto:tmrweekend@gmail.com)

2. Changes will become effective on the date of written confirmation.

### Cancellation policy:

1. Cancellations must be received in writing (via email [tmrweekend@gmail.com](mailto:tmrweekend@gmail.com)) in advance of the Event.

The following cancellations charges apply:

- a. 6+ weeks' notice: Full refund
- b. 5-6 weeks' notice: 60% refund
- c. 3-5 weeks' notice: 40% refund
- d. 0-3 weeks' notice: No refund
- e. Failure to attend: No refund

### Amendments/Cancellation by Residential Event Committee (and the organizing company Řečnické kluby, z.s.)

1. Amendments: The Residential Event Committee (and the organizing company Řečnické kluby, z.s.) reserves the right to modify the Programme up to the day of the Event.

The Residential Event Committee puts Programme together through extensive and on-going research in order to provide the most up-to-date and relevant information. This means that occasionally the Programme changes over the duration of the campaign. Other times it may be necessary, due to unforeseen circumstances, to alter the Programme, and/or speakers. Regrettably, this means no refunds or credit-notes can be issued in line with the cancellation policy.

2. Cancellation: If unforeseen circumstances cause Residential Weekend Committee (and the organizing company Řečnické kluby, z.s.) to cancel the Event, all delegates will be informed as soon as possible and a full registration fee refund will be made.



3. Cancellation: If, for any reason, Residential Weekend Committee has to cancel the Event, the Residential Weekend Committee (and the organizing company Řečnické kluby, z.s.) accepts no responsibility for covering travel, hotel or other costs incurred by delegates and guests.

**Payment:**

1. Payment must be received, in full, prior to the Event before the set dates for each Ticket Type.
2. If full and cleared payment has not been received prior to the Event, you will be refused access to the Conference.
3. You will receive a confirmation via email asap to confirm the receipt of payment and your registration.

TM Residential Event Committee (and the organizing company Řečnické kluby, z.s.)

NÁZEV: Řečnické kluby, z.s.

ADRESA: Renoirova 623/3, Hlubo epy, 152 00 Praha 5

Reg. no.: 8571139

Městský soud v Praze, odd. L vložka 72528