

Terms and Conditions of registration to participate in educational events organised and administered by The International Cancer Imaging Society (ICIS)

These Terms and Conditions apply to registrations with payments made via the ICIS website, or on completed registration forms received by ICIS with confirmed BACS payment to ICIS.

Definitions

The following definitions will apply in these terms and conditions, unless inconsistent with the context or otherwise specified:

i. "ICIS"

The International Cancer Imaging Society

ii. "event"

Any educational meeting, teaching course, conference, including social events forming part of a conference, computer workshop, and other digital learning, requiring payment to participate, organised and administered solely by ICIS, attended either in person or remotely.

iii. "working days"

The days on which the ICIS Office is contactable by email, usually Monday to Friday between 09:00 and 17:00 (GMT), excluding Public holidays as observed in England.

1. The contract between ICIS and purchaser

ICIS must receive payment of the whole of the registration fee before a booking for an event can be confirmed. Once payment has been received, ICIS will confirm the booking by sending an email to you at your preferred email address as indicated on your registration form. ICIS acceptance of a booking brings into existence a legally binding contract. If ICIS does not receive a booking, or does not confirm a booking, the contract is not established. All communications relating to the contract must be set out as described below.

2. Cost

The costs payable for attending events are as set out on the ICIS website and on meeting programmes for individual events.

3. Right to cancel your contract: in-person attendance

3.1 You may cancel your contract with ICIS for a booking to **attend any event in person**, in accordance with the following conditions.

3.2 You must notify ICIS in writing, by email to admin@icimagingsociety.org.uk

3.3 Cancellation with a request for refund will be considered as follows:

- **20+ working days** before an event: a refund will be granted minus a £70 administration fee. Alternatively, the registration fee may be transferred to another meeting within 12 months.
- **Less than 20 working days** before an event: no refund or transfer will be granted.

3.4 Proof of emailed confirmation of the original booking received from ICIS must be provided with the request.

3.5 ICIS will confirm acceptance of the cancellation by email as soon as possible.

3.6 If a refund is agreed, the registration amount debited to ICIS from your credit/debit card in payment for the cancelled booking, minus the administration fee, will be re-credited to your account as soon as possible, and within 30 days of acceptance of the cancellation. Bank details must be provided for refund of a BACS payment made directly into the ICIS sterling or Euro bank account.

3.7 Alternatively, if agreed, a voucher will be issued to use as a credit against payment of another ICIS event within the following 12 months.

3.8 You must notify ICIS in writing, by email to admin@cancerimagingociety.org.uk if you are unable to travel to or attend an event in person due to your own national or regionally-imposed government restrictions, including evidence of official notification of such restriction. If ICIS is unable to offer a transfer to participate in the event by virtual means, a credit of the registration fee will be provided for use as future payment for another ICIS event.

4. Right to cancel your contract: virtual participation in a hybrid* or fully virtual teaching course

- 4.1 You may cancel your contract with ICIS for a booking to participate **by virtual means** in any event planned to offer the option for either in-person attendance or virtual participation (*hybrid setting) or a purely virtual teaching course, in accordance with the following conditions.
- 4.2 You must notify ICIS in writing, by email to admin@icimatingsociety.org.uk
- 4.3 Cancellation with a request for refund will be considered as follows:
- **20+ working days** before an event: a refund will be granted minus a £70 administration fee. Alternatively, the registration fee may be transferred to another meeting within 12 months.
 - Less than **20 working days** before an event: no refund or transfer will be granted.
- 4.4 Proof of emailed confirmation of the original booking received from ICIS must be provided with the request.
- 4.5 ICIS will confirm acceptance of the cancellation by email as soon as possible.
- 4.6 If a refund is agreed, the registration amount debited to ICIS from your credit/debit card in payment for the cancelled booking, minus the administration fee, will be re-credited to your account as soon as possible, and within 30 days of acceptance of the cancellation. Bank details must be provided for refund of a BACS payment made directly into the ICIS sterling or Euro bank account.
- 4.7 Alternatively, if agreed, a voucher will be issued to use as a credit against payment of another ICIS event within the following 12 months.
- 4.8 Due to the nature of a digital programme, recorded content may be available for a specified period following conclusion of the programmed event. No refunds will be available to delegates who subsequently choose not to access the content during this specified period.
- 4.9 It is your responsibility to check connectivity of your IT system to ensure suitable bandwidth and internet speed to enable virtual participation; ICIS will not be liable for unstable internet connection degrading the experience of participating in the event. Bandwidth information can be checked using a quick speed test, e.g. <https://fast.com>

5. Right to cancel your contract: online interactive workshop or seminar

- 5.1 You may cancel your contract with ICIS for a booking to participate in an online interactive workshop or seminar in accordance with the following conditions.
- 5.2 You must notify ICIS in writing, by email to admin@icimatingsociety.org.uk
- 5.3 Cancellations with a request for refund will be considered as follows:
- **20+ working days** before an event: a refund will be granted minus a £70 administration fee. Alternatively, the registration fee may be transferred to another meeting within 12 months.
 - Less than **20 working days** before an event: no refund or transfer will be granted.
- The only exception to the above which may be considered is if an event is a sell-out, and the cancelled place can be re-sold.
- 5.4 Proof of emailed confirmation of the original booking received from ICIS must be provided with the request.
- 5.5 ICIS will confirm acceptance of the cancellation by email or letter as soon as possible.
- 5.6 If a refund is agreed, the registration amount debited to ICIS from your credit/debit card in payment for the cancelled booking, minus the administration fee, will be re-credited to your account as soon as possible, and within 30 days of acceptance of the cancellation. Bank details must be provided for refund of a BACS payment made directly into the ICIS sterling or Euro bank account.
- 5.7 Alternatively, if agreed, a voucher will be issued to use as a credit against payment of another ICIS event within the following 12 months.

5.8 It is your responsibility to check connectivity of your IT system to ensure suitable bandwidth and internet speed to enable virtual participation; ICIS will not be liable for unstable internet connection degrading the experience of participating in the event. Bandwidth information can be checked using a quick speed test, e.g. <https://fast.com>

6. Right to cancel your contract: digital learning (self-directed e-learning)

6.1 You may cancel your contract with ICIS following registration to undertake self-directed e-learning, in accordance with the following conditions.

6.2 You must notify ICIS by email to admin@icimatingsociety.org.uk before commencement of any attempt at the e-learning module.

6.3 Refunds will be granted once ICIS has confirmed receipt of payment and verified that the e-learning module has not commenced.

6.4 Refunds will be subject to deduction of a £10 administration fee.

6.5 Proof of emailed confirmation of the initial registration received from ICIS must be provided with the request.

6.6 ICIS will confirm acceptance of the cancellation by email as soon as possible.

6.7 If a refund is agreed, the amount debited to ICIS from your credit/debit card in payment for the cancelled registration, minus the administration fee, will be re-credited to your account as soon as possible, and within 30 days of acceptance of the cancellation. Bank details must be provided for refund of a BACS payment made directly into the ICIS sterling or Euro bank account.

6.8 It is your responsibility to check connectivity of your IT system to ensure suitable bandwidth and internet speed to enable self-directed e-learning; ICIS will not be liable for unstable internet connection degrading the experience of engaging in digital learning. Bandwidth information can be checked using a quick speed test, e.g. <https://fast.com>

7. Cancellation by ICIS

7.1 ICIS reserves the right to cancel the contract if:

7.1.1 the event for which you have booked a place is cancelled by ICIS or a third party;

7.1.2 exceptionally, ICIS does not have an available place at the event.

7.2 If ICIS cancels your contract, ICIS will notify you by email, indicating:

7.2.1 For cancellations of registrations to attend an event in person, if the booking can be transferred to enable virtual participation at the same event, the registration fee will be transferred without any administration fee being imposed. If no alternative is available, the registration amount debited to ICIS from your credit/debit card in payment for the cancelled booking will be re-credited to your account as soon as possible. Bank details must be provided for refund of a BACS payment made directly into the ICIS sterling or Euro bank account.

7.2.2 For cancellations of virtual participation (hybrid or fully virtual teaching course), or to attend online an interactive workshop/seminar, the registration amount debited to ICIS from your credit/debit card in payment for the cancelled booking will be re-credited to your account as soon as possible. Bank details must be provided for refund of a BACS payment made directly into the ICIS sterling or Euro bank account.

7.2.3 Alternatively, if agreed, a voucher may be issued to use as a credit against payment of another ICIS event within the following 12 months.

7.3 ICIS will not be obliged to offer you any compensation for expenses incurred by you or inconvenience caused to you as a result of the cancellation.

8. Liability

8.1 Save as precluded by law, ICIS will not be liable to you for any indirect or consequential loss, damage or expenses (including loss of profits, business or goodwill) howsoever arising out of any problem you notify to ICIS under this condition, and ICIS shall have no liability to pay any money to you by way of compensation other than to refund to you the amount paid by you to book a place at the event in question.

- 8.2 Notwithstanding the foregoing, nothing in these terms and conditions is intended to limit any rights you might have as a consumer under applicable English law or other statutory rights that may not be excluded nor in any way to exclude or limit ICIS liability to you for any death or personal injury resulting from ICIS negligence.
- 9. Communications and Notice**
Unless otherwise expressly stated in these terms and conditions, all notices from you to ICIS must be in writing and sent by email to: admin@cancerimagingociety.org.uk
- 10. Invoices and Receipts**
- 10.1 An invoice for payment of an event registration fee will be issued upon request at the time of initial booking. Subsequent requests for a copy of the invoice may be subject to an administration fee.
- 10.2 A receipt for confirmed payment of an event registration will be issued at the time of confirmation of an available place at an event. Subsequent requests for a copy receipt may be subject to an administration fee.
- 11. Circumstances beyond the control of ICIS**
- 11.1 ICIS shall have no liability to you for any failure to organise an event at which you have booked a place, or any delay in doing so, or for any problems with events organised that are caused by any incident or circumstance beyond our reasonable control due to force majeure including, without limitation: adverse weather and other natural disaster (including fire, flood, earthquake, storm or hurricane); Governmental act, war, explosion or accident, civil commotion, armed hostilities, act of terrorism, revolution; blockage, embargo, lock-out or other industrial dispute; breakdown of systems or network access; act of intervention of any competent judicial or regulatory authority; accident, national epidemic or pandemic.
- 11.2 ICIS takes every reasonable step to ensure that payments made online and by cheque are secure and are not subject to fraud during processing by ICIS. All credit card numbers are encrypted through a secure server before transmission over the internet. Credit card details taken over the phone are processed immediately and are not written down or retained in any format.
- 12. Disputes**
Any dispute regarding refunds will be escalated to the ICIS General Manager in the first instance; if the dispute is not resolved it will be escalated to the Chair of the Executive Board to make a final decision.
- 13. Invalidity**
If any part of these terms and conditions is unenforceable (including any provision in which ICIS excludes liability to you) the enforceability of any other part of these conditions will not be affected.
- 14. Privacy**
You acknowledge and agree to be bound by the terms of the ICIS [Privacy Policy](#).
- 15. Governing law**
The contract between you and ICIS shall be governed by and interpreted in accordance with English law and the English courts shall have exclusive jurisdiction to resolve any disputes between you and ICIS.
- 16. Entire agreement**
These terms and conditions, together with current ICIS event prices, contact details and privacy policy, set out the whole of the agreement relating to the provision of the place at an event to you by ICIS. Nothing said by any person on behalf of ICIS should be understood as a variation of these terms and conditions or as an authorised representation about the nature or quality of any events offered for booking by ICIS. Save for fraud or fraudulent misrepresentation, ICIS shall have no liability for any such representation being untrue or misleading.

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