

In2 the Bargain Limited (“IN2”)

On-line and In-person Training Course / Conference - Terms and Conditions

April 2026

- 1) Attendance on any training or other event is by invitation only.
- 2) Payment Terms: Following online registration we will send you an invoice. Full payment is required before you attend the training / conference event. We reserve the right to refuse admission if payment is not received on time.
- 3) Payments are to be made into the following bank account:
 - National Westminster Bank
 - Account name: In2 the Bargain Limited
 - Account number: 44340249
 - Sort code: 01-06-28
 - BIC NWBKGB2L
 - IBAN GB96NWBK01062844340249
- 4) For in-person events, due to limited conference space, we advise early registration to avoid disappointment. If you have any problems or queries with your booking, please contact walter.akers@in2thebargain.com or on +44 (0) 7561327662 (Monday-Friday 09:30-17:30).
- 5) Fees are inclusive of programme materials, refreshments and lunch (if applicable)
- 6) We will endeavour to send an email to the main booking contact confirming the place on the event within 48 hours of your booking being received by us. If you have not received an email confirmation within this time, please contact us. Please note we will not be able process the booking without being provided with a valid email address for you as lead delegate and any respective guests.
- 7) Joining instructions will typically be sent out by email no later than two weeks before the event. In many cases a reminder will also be sent the week before.
- 8) Substitution of attendees: Provided the total fee has been paid, substitutions of attendees at no extra charge before the event are allowed, subject to us receiving notice at email: walter.akers@in2thebargain.com
- 9) Switching event dates: Provided the total fee has been paid, you may switch to another event in the same programme, subject to availability and provided we receive notice in writing at email: walter.akers@in2thebargain.com with more than two (2) weeks' notice of the training/ conference originally booked.
- 10) Cancellations must be received in writing at email walter.akers@in2thebargain.com within two (2) weeks' notice before the training event/ conference is to be held in order to obtain a 100% refund. Thereafter, the full event / conference fee is payable and is non-refundable. Non-payment or non-attendance does not constitute cancellation. If, for any reason, IN2 decides to cancel or postpone the training/ conference, IN2 will not be responsible for refunding airfare, hotel, or other travel costs incurred by attendees. IN2 accepts no liability if an event is cancelled or postponed for reasons beyond our reasonable control resulting from an act of God, governmental regulation, fire, war, terrorist activity, IT failure or civil commotion.
- 11) Event programme content is subject to change without notice.
- 12) Copyright. All intellectual property rights in all materials produced or distributed by IN2 in connection with this training event / conference is expressly reserved and remains the exclusive property of IN2. In most circumstances, course papers will be issued on the day of the event. This documentation is

made available only to those attending the event and should not be reproduced. Course papers and delegate packs are provided for the sole use of the delegate and may not be reproduced whether in whole or part, shared or distributed by any method whatsoever without prior permission of the copyright owner. External speakers alone are responsible for the content of their respective sessions. It is the policy of IN2 to give the fullest freedom to contributors/speakers to express their opinions. The opinions expressed by the speakers do not necessarily represent the views of IN2. IN2 speakers will make every effort to ensure the validity and accuracy of the information they provide but will not accept liability for any actions or inaction taken as a result of attending the conference.

- 13) IN2 may ask for feedback from delegates following the events. Unless you expressly ask for your comments to remain private IN2 may use the written feedback in future advertising for training events and on the IN2 website.
- 14) Whilst every reasonable effort will be made to adhere to the advertised training event agenda/ conference package, IN2 reserves the right to change event dates, sites or location or omit event features, or merge the event with another event, as it deems necessary without penalty and in such situations no refunds, part refunds or alternative offers shall be made. In the event that IN2 permanently cancels the event for any reason whatsoever, (including, but not limited to any force majeure occurrence) and provided that the event is not postponed to a later date nor is merged with another event, the attendees shall receive a refund limited to the total attendance fee paid.
- 15) If you have any access requirements or any additional needs that will require assistance, please inform us of this at the point of booking. Any requests must be made to us at least one week before the event to ensure we are able to meet your requirements in full.
- 16) For the purposes of these Terms and Conditions of Business, the terms 'controller', 'data subjects', 'personal data', 'processor' and 'process' shall have the meaning given to them by the Data Protection Directive 95/46/EC, the European Union Regulation 2016/679 or any relevant successor legislation in the United Kingdom, as applicable.
 - a. This clause applies to all personal data processed by us in connection with the Training Course and any personal data derived from it ('Relevant Personal Data').
 - b. We act as a controller concerning the Training Course.
 - c. We shall comply with all data protection legislation applicable to us ('Data Protection Law') when processing Relevant Personal Data. We draw your attention to our client privacy policy, as amended from time to time, which is available in the Terms & Conditions Section of the IN2 THE BARGAIN LIMITED ("IN2") website at <https://www.in2thebargain.com> You undertake not knowingly to cause us to breach Data Protection Law.
 - d. Subject to the requirements of applicable law and regulation, IN2 shall, at your request, delete or return all Client Personal Data after termination of the Training Course.
- 17) In2 the Bargain Limited supports inclusion and equal opportunities in education, training and employment and we are committed to ensuring that anyone that wants to take part in our training programmes or work for us faces no unnecessary barriers in doing so.
- 18) We do not discriminate against learners, staff and associates because of age, disability, gender reassignment, marriage and civil partnership, nationality, political orientation, pregnancy and maternity, race, religious beliefs, sex, sexual orientation, social background and/or political opinion.
- 19) In supporting inclusion and equal opportunities we:
 - a. Adhere to all current equal opportunities legislation , including the Equality Act 2010
 - b. We develop and offer products and services that are based only on occupational, technical, professional or statutory requirements and do not unnecessarily discriminate against anyone on the basis of the particular characteristics mentioned in this policy.
 - c. Consult with relevant individuals and organisations to ensure there are no unnecessary barriers to prevent access in relation to our products and services.

- d. Facilitate access to assessment by having in place clear arrangements for making reasonable adjustments which will reflect the needs of individual learners and ensure the assessment remains valid, reliable and consistent where adjustments are approved.
- e. Ensure that our trainers and assessors have systems and procedures in place to implement and monitor this policy effectively.
- f. Operate a transparent and fair complaints and appeals process, which allows anyone to complain on any grounds, including those of discrimination.
- g. Ensure that we use appropriate terminology for addressing learners, as agreed by them and uphold their right to choose whether to disclose personal information such as gender or ethnicity in the registration process.