

Alan November:  
**Social Learning in the 21<sup>st</sup> Century**  
**‘Transforming the Culture of Teaching and Learning’**

**Terms and Conditions**

**Data Protection**

By completing the online registration form for one of the Alan November events, you agree to allow UniServity to contact you by mail, email or by telephone to confirm any details for the event. UniServity will, from time to time, also inform you of any other similar events in the future. If you do not wish to be informed of any other UniServity hosted events, please email [sean.hunt@uniservity.com](mailto:sean.hunt@uniservity.com)

**Cancellations / Substitutions**

UniServity is acting as the host for the Alan November events. The events are priced to cover the costs of running each event. Cancellations made on or before 17<sup>th</sup> October will be charged at 20% of the invoice total. Cancellations made between this date and 31<sup>st</sup> October will be charged at 50% of the invoice total. Cancellations made after this date will be charged the full invoice total. However you can send a substitute delegate at any time. Cancellations and substitutions must be made in writing. Please email [sean.hunt@uniservity.com](mailto:sean.hunt@uniservity.com). If, we have to cancel or postpone the events for any unforeseen circumstances, you will be advised immediately and in advance of the events. A full refund will be given. Alternatively, you have the option to have a credit note issued for a rearranged date.

**Booking Conditions**

An automatic pop-up confirmation message will be displayed after you have submitted the online registration form. An invoice for the UniServity will be sent within 7 working days from receipt of your booking. Payment must be received before the conference date.

**Access Requirements**

To help us ensure that all delegates attending the conference are able to participate fully, please let us know about any requirements you have by contacting [sean.hunt@uniservity.com](mailto:sean.hunt@uniservity.com)

**Dietary Requirements**

Vegetarian food options will be available at the events. If you do have any other dietary requirements please advise [sean.hunt@uniservity.com](mailto:sean.hunt@uniservity.com) as far as possible in advance to cater for your request.

**Event Fee Inclusions**

The event fee covers entrance to all sessions, conference documentation, coffee/refreshment breaks and lunch.

**Privacy Policy**

UniServity is committed to protecting your privacy and security. From time to time we may invite you to supply personal information in order for us to provide you with services (such as access to email newsletters and event information). In order to deliver such services, we will need to process and store your personal information. This information is stored by UniServity and not by a third party. By submitting your personal information, you consent to such processing and transfers in connection with such orders, offers or services and for any other purposes to which you consent at the time you provide the information. We will never wilfully disclose personal information about you to any third party other than to process an order without first receiving your permission or unless we are under a legal obligation to do so.

**Why We Need To Collect Information From You**

We will notify you as to the types of information we are collecting about you as well as the uses we intend to make of that information. We may use the information we collect about you to notify you from time to time about important new features and changes to our products and services we think you'll find of interest. We will not pass on your personal details to any third party.

**General**

Nothing in these Terms of Use shall restrict or exclude any liability that we have to any party which cannot be excluded by law. These Terms of Use shall be governed by English law and the courts of England and Wales shall have exclusive jurisdiction over any disputes arising in relation with the events.

**Contact**

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