

Terms & Conditions for Registering to attend for Polyphenols

1. Payments and invoices

All payments must be received prior to the conference. Delegates arriving at the conference, who have not paid, will be asked to pay on arrival. Failure to do so will result in delegates not being allowed access to the conference.

No invoices will be issued after Monday 9th November 2009. and any invoices not paid with 28 days could be subject to a surcharge of £200 at the organisers' discretion.

2. Registration deadlines

The final deadline for registrations is Friday 4th December 2009 at 12 noon. Any registrations received after this date will not be accepted, however, delegates may still register for the conference on site.

3. Cancellations and amendments of registration

Cancellations must be made in writing and received by UniversalProcon no later than 5pm on Friday 23rd October 2009. Only cancellations received by this date will qualify for a refund minus 25% administrative charge. No refunds will be given to cancellations received after 5pm on 23rd October 2009. A substitute delegate is welcome to attend at no extra charge provided that written notification is sent to UniversalProcon by 5pm on 23rd November, 2009. All refunds will be made after the conference.

4. Accommodation

Pre-payment: If you would like to pre-pay the bed & breakfast charges, please contact the hotel direct and they will arrange for a pro forma invoice to be issued. This must be settled in full prior to your arrival otherwise you will be charged on departure. All personal extras must be settled on your departure.

Invoice: If you would prefer the hotel to invoice you or your company then you will need to establish a credit facility with the hotel. You should contact the hotel direct and they will send you a credit application form. The hotel will notify you directly when the application has been accepted, and the credit facility has been set up. Please note this process can take up to three/four weeks from the time the hotel receives the application form, so please ensure you allow sufficient time for this to be processed. UniversalProcon do not issue invoices on behalf of the hotels.

Cancellations: Cancellations or amendments must be made in writing to UniversalProcon Ltd, natalie.fenwick@universalprocon.com by Friday 23rd October 2009 except for the Studley Hotel and the Old Swan Hotel. Cancellations for the Studley Hotel must be made in writing to UniversalProcon Ltd, by Friday 11th September 2009 and by 5pm on Friday 9th October 2009 for the Old Swan Hotel. Cancellations or amendments will not be accepted by telephone.

Charges for cancellations made after the given deadline are at the discretion of the hotel. Usually charges will only apply if the room cannot be re-sold. However, if you fail to arrive at the hotel and have not cancelled your booking in advance, the hotel will charge you the full room rate.

The hotel will not make any charges to your card without prior notification, but they will have the right to charge your credit card with a cancellation fee if you do not arrive or cancel after the given cancellation deadline.

No allowance can be made for meals not taken, for temporary absence, for late arrival or premature departure.

****PLEASE NOTE**** Hotels are not given individual guest names until a few weeks prior to the conference. If you contact them directly prior to this please quote the booking reference shown on your confirmation email and explain that the booking is part of a block room allocation held by UniversalProcon Ltd.

UniversalProcon Ltd accepts no liability for cancellation fees or any error, omission or misunderstanding in connection with this booking.

PAYMENT DETAILS

Please choose one of the payment methods and return your card details or cheque to

UniversalProcon Ltd (address below)

CREDIT CARD

Visa/Mastercard/Amex/Switch (diners not accepted)

Number: __/__/__/__/__/__/__/__/__/__/__/__/__/__/__

Expiry Date: __/__ Valid From __/__

Issue Number: __ (Switch)

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CHEQUE:

**Please send a cheque made payable to 'University of Leeds'
(Cheques must be in £sterling and drawn on a UK bank)
and send to:**

BANK TRANSFER

**Please add on to your bank transfer any bank charges
incurred. Failure to do so will result in an invoice being
raised for the amount outstanding.**

Account Name: 95522644/Polyphenols
Bank & Branch: Barclays Bank, 77 Albion Street, Leeds, LS1 LD
Sort Code: 20-48-46
Account Number: 20821845
SWIFT Code: BARCGB22
IBAN Code: GB48BARC20484620821845
Please send your BACS confirmation and remittance advice to
Nicola Peel so we can monitor payment