

Virtual Annual Conference 2021 Information, Terms and Conditions

Key Dates

Early-bird booking deadline	1 st October 2021
Posters abstract deadline	29 th October 2021
Registration deadline	15 th November 2021
Conference dates	16 th - 18 th and 23 rd - 25 th November 2021

Registration

All delegates must pay the relevant registration fee. Please note there is a reduction in this fee if booked and paid for before 1st October 2021.

The registration fee applies to the whole event and delegates may attend any part of the event.

Access codes are unique to the delegate they are issued to. Access codes must not be shared.

Safety and Security

LASA aims to ensure maximum safety and security for delegates; therefore, we appreciate your co-operation with the following:

- Joining instructions will not be sent out until closer to the event date
- Joining instructions and delegate access codes must not be shared or divulged to anyone other than the registered delegate.

Privacy Policy

To view LASA's privacy policy, please [click here](#).

To fulfil the delivery of the Virtual Annual Conference, LASA will need to share your registered details, including name and e-mail address, with our carefully chosen virtual platform provider, [Brief2Event](#).

Both organisations take data security and privacy very seriously and will strictly abide by their respective privacy policies.

You may receive notices and information from either organisation specifically in relation to the Virtual Annual Conference 2021.

For further information about this, please contact the LASA Secretariat.

Terms and Conditions

Booking Conditions

Delegates can only be registered by completing the appropriate on-line form(s). A method of payment must accompany the booking, otherwise booking will not be confirmed. Telephone bookings and reservations will not be accepted.

All payments must be made before the first day of the conference. Late bookings must be paid in full by credit/debit card.

The meeting is open to members and non-members of LASA.

No contact with Brief2Event will be made by any delegate. All contact must go through the LASA Secretariat (except where authorised by LASA Secretariat).

Cancellation

- All cancellations must be received in writing.
- There is no penalty for cancellation before 30th September 2021. All fees will be refunded.
- Cancellation after 30th September 2021 and on or before 31st October 2021 will incur a cancellation charge of 50% of the total cost.
- After 31st October 2021, no requests for refunds will be accepted and any outstanding remittance must be paid.
- *Bona fide* substitute delegates may be accepted in exceptional circumstances.
- In the event of the whole meeting being cancelled by LASA, full refunds will be issued. In the event of extreme weather conditions, natural disasters, or acts of God where LASA cannot be held liable, there will be no refunds issued.
- Booking confirmation is sent out on receipt of application. Details of the joining process will be sent, together with instructions, in early November.

All communication must be made through the LASA Secretariat.