



### 8<sup>th</sup> International Mixed Methods Conference

**Conference organiser:** School of Healthcare (SoH), University of Leeds.  
**Conference location:** University of Leeds, Baines Wing.  
**Dates:** 18<sup>th</sup> – 21<sup>st</sup> June 2012

### Booking Terms and Conditions

#### 1. Bookings:

All bookings are taken on these terms and conditions only. Bookings will be confirmed electronically via email and until confirmed, SoH will not hold any binding commitment.

1.1 SoH only provides those services detailed under 1.3.

1.2 All bookings must be made through the University of Leeds online store and accompanied by full payment.

1.3 Your payment to SoH is for the following conference and/or workshop services. Conference registration does not include workshop attendance which must be separately booked and paid for. Workshop registration does not include conference attendance which must be separately booked and paid for.

- Conference, 18<sup>th</sup>-19<sup>th</sup> June 2012 only. Per paid day:
  - To include hot beverages at refreshment breaks and buffet lunch per day (where available free to all delegates)
  - The cost of attending the general session, seminars, exhibition and poster displays
  - Workshop materials, where made available by the conference session leader
- Workshops, 20<sup>th</sup> – 21<sup>st</sup> June 2012. Per paid workshop:
  - The cost of attending the paid for workshop session, exhibition and poster displays
  - Workshop materials, where made available by the workshop session leader

1.4 The University is committed to reduce its carbon dioxide emissions caused by both commuting and business travel. We encourage both staff and students to use public transport, bicycles and their feet as often as possible.

1.5 You must separately book and pay for:-

- Transport to any venue or destination
- Any 'extras' you may charge to your room e.g. gratuities, drinks, room service, laundry etc.
- Parking at the conference venues where this is not free

- 1.6 Accommodation terms and additional bookings: By staying in the recommended accommodation you are subject to their own terms and conditions. Please deal directly with the accommodation for information on terms and conditions. Additional rooms can be booked directly with the accommodation provider and SoH is not responsible for such reservations and confirmations.
- 1.7 Bookings close at 23.59hrs on Thursday 31<sup>st</sup> May 2012. Please make direct enquiries via [mixedmethods@leeds.ac.uk](mailto:mixedmethods@leeds.ac.uk) if you require a place after this date.

## 2. Privacy

- 2.1 Personal information given by you will be handled by SoH in accordance with the UK Data Protection Act 1998.
- SoH will pass your name and any other personal data to the Hotel as may be required by them to comply with reservation, safety and security policies and procedures
  - SoH will publish an attendance list (consisting of delegates' names and organisational details) which will be distributed to all delegates and exhibitors attending the conference. If you do not want your name to be published on the attendance list please email [mixedmethods@leeds.ac.uk](mailto:mixedmethods@leeds.ac.uk) by 1<sup>st</sup> June 2011.
  - SoH will use your e-mail address to acknowledge your booking electronically. SoH will also keep you informed about future conferences. If you do not wish to be sent further e-mails, please email [mixedmethods@leeds.ac.uk](mailto:mixedmethods@leeds.ac.uk)

## 3. Dietary or Access Requirements

- 3.1 Special requirements must be notified at the time of your booking such as:
- Dietary requirements
  - Access requirements

## 4. Conduct

- 4.1 It is a condition of participation that you will behave in a manner that does not bring the SoH in general into disrepute. You will not conduct yourself in an offensive or inappropriate manner. You will follow the instructions of the SoH and their representatives. In addition you will settle your "extras" account with your accommodation on departure.

## 5. Guests

- 5.1 Guests are welcome to share accommodation with delegates and booking should be made direct with the Hotel in the normal way under the terms and conditions of the hotel.
- 5.2 Guests of delegates are able to attend the conference on payment of a guest ticket and will receive SoH services as detailed under 1.3. Places must be pre-approved by the mixed methods team by e-mailing [mixedmethods@leeds.ac.uk](mailto:mixedmethods@leeds.ac.uk)

## 6. Workshops and Seminars

- 6.1 All workshops and seminars are advertised in good faith but circumstances beyond our control may result in amendments or cancellations.
- 6.2 Where spaces are limited all workshops and seminars are offered on a first come, first served basis as determined by received time and date.

## 7. Liability

- 7.1 SoH accepts no responsibility or liability for the loss or damage to personal effects belonging to delegates or their guests.

**7.2 SoH reserves the right to cancel the Conference or vary any part of the Conference at its discretion. If the full Conference is cancelled the maximum liability of SoH is the return of any money paid by delegates to SoH. There shall be no liability for variation made to the Conference proceedings and advertised workshops or sessions. Where variations are to take place or there is to be cancellation, SoH will endeavour to give as much notice as reasonably possible. For delegate cancellations the following schedule of percentages apply:**

- More than 6 months notice – 0%
- More than 3 months/less than 6 months notice – 30%
- More than 1 month/less than 3 months notice – 50%
- More than 1 week/less than 1 month notice – 75%
- Less than 1 weeks notice – 100%

7.3 The SoH will not be liable for any failure or delay in the delivery of the Conference which is caused by circumstances beyond its control. Circumstances include, the failure of the outsourced providers to deliver their agreements, Acts of God, industrial (Union) action, acts of terrorism, risk of infection from disease, anything liable to compromise public health, safety or civil disorder.

7.4 Save for cases where its negligence causes death or personal injury SoH accepts no responsibility or liability for any illness, damage or personal injury caused to delegates or their guests or others.

7.5 All speakers at the Conference are attending as a representative of their own Institutions and SoH take no responsibility for the content of sessions or their behaviour.

## 8. General

These conditions are the entire conditions between the parties relating to the Conference and supersede all other understandings.

8.2 No temporary forbearance shall constitute a waiver.

8.3 No third party may rely upon these conditions.

8.4 The applicable law shall be English law. The English Courts shall have exclusive jurisdiction.