

## Registration Terms & Conditions

By registering for this event, participants consent to allow SPE to store and process the information submitted below and to provide participants with information about this event in accordance to [SPE Privacy Policy](#); accept the Registration Terms & Conditions and Workshop Guidelines; and agree to be bound by participants. Participants can unsubscribe at any time by sending your request to [spekl@spe.org](mailto:spekl@spe.org).

### Registration Fee

- Fee DOES NOT include accommodation. SPE will provide details of recommended hotels upon receipt of your registration.
- Registration is non-transferable without written notification to SPE.
- Registration of participation will only be confirmed upon receipt of full payment or an acceptable employer's letter of guarantee.
- SPE reserves the right to cancel the registration if no payment is received prior to or on the date of the event.
- Full fee is charged regardless of the length of time the Participant attends the event and cannot be pro-rated.

### Taxes

Fees are made free and clear of, and without any deduction or withholding for and on account of, any taxes, duties or other deductions. Any such deduction or withholding, if required by the laws of any country are the sole responsibility of the participant.

### Cancellation Policy

- A processing fee of USD 150.00 will be charged for cancellation received before 30 September 2025.
- No refund for cancellation received after 30 September 2025.
- Participants who failed to attend will not be eligible for a refund.
- Cancellation must be notified in writing to SPE. Email your cancellation request to [spekl@spe.org](mailto:spekl@spe.org).

### Health and Safety

- Participants who have chosen to participate in this event understand that SPE will implement, and participants agree to abide by all, preventative measures to minimise the spread of any communicable diseases if required by law. Notwithstanding SPE's measures and participants' compliance, participants acknowledge that SPE cannot guarantee that participants will not contract any communicable diseases. In exchange for allowing participants to participate at this event, participants agree to release SPE, its employees, directors, officers and

agents, from any claim for damages arising from or relating to any communicable diseases resulting from the participation at this event.

- Participants agree to adhere to policy and procedures to ensure the health and safety of all participants. These policies may include, but are not limited to, wearing a mask while on property, maintaining social distancing, and refraining from physical contact with other participants on-site. All rules and guidelines will be according to the local government's regulations in which the event takes place and the event venue facility.
- Participants who do not comply with the rules and guidelines will not be permitted to enter or remain in the event venue.

### **Privacy Policy**

- SPE cares about the protection of participants' personal information. SPE complies with applicable privacy laws, including GDPR, in collecting and processing your data. SPE's Privacy Policy describes the information practices regarding how SPE collects, uses, discloses, or transfers the Personal Information that participants share with SPE or that SPE collect about participants when participants attend one of SPE events, visit SPE websites, or use SPE mobile applications. All participants maintain the right of erasure and can withdraw their consent at any time. Please see SPE's privacy policy for additional information.
- For any queries or concerns please contact the events team at [spekl@spe.org](mailto:spekl@spe.org).

### **Dietary Requirements**

- For any dietary requirements, participants shall provide accurate and detailed information regarding their dietary requirements, including but not limited to allergies, intolerances, restrictions, and preferences. SPE and event venue will make every effort to assist and accommodate the requests. Please contact the SPE team at email [spekl@spe.org](mailto:spekl@spe.org) at least 14 days before the event.

### **Disclaimer**

- SPE reserves the right to change the speaker(s), date(s) and/or to cancel the event should circumstance beyond its control arises.
- SPE will not be liable to participants for any damages, costs, losses or expenses of any kind incurred or suffered by participants as a result of or in relation to SPE modifying, postponing or cancelling the event or any part of the event.
- SPE reserves the right to qualify and set admission policies for all participants to ensure legitimate business and to ensure the safety of the event.