

### **Delegates' Cancellation Policy**

Any cancellations received up to 14 days before the workshop are subject to a 50% cancellation charge. All workshop fees are forfeited thereafter, however substitutions can be made. Please note that if a delegate does not cancel and does not attend, then they are still responsible for payment.

In the event of cancellations due to unforeseen circumstances which are out of the control of BASES, i.e. weather, BASES will endeavour to contact all delegates immediately. BASES will inform all delegates of a substitute date or provide a full refund of the workshop cost to the delegate. BASES is unable to reimburse delegates for any accommodation, transport or other expenses incurred. We therefore advise not to book travel etc any earlier than two weeks before the workshop when it will be confirmed if there are enough delegate bookings to run the workshop.

### **Workshop Cancellation Policy**

Workshops require a minimum number of delegates to run. The minimum number will be displayed within the workshop programme. If a workshop is to be withdrawn, this will be done no later than 14 days prior to the workshop date. BASES is unable to reimburse delegates for any accommodation, transport or other expenses incurred.

Confirmation of numbers will be provided to presenters 14 days prior to the workshop. Presenters are may not withdraw a workshop any earlier than this date to enable the maximum amount of time for delegates to book onto a workshop.