

Terms and Conditions

Payments

Payment can only be taken online with a credit or debit card. It is not possible to pay by cheque or bank transfer. It is not possible to register and pay on site.

Online payments are subject to the following payment conditions:

For conference registrations or non-selection events (i.e. where places are offered on a first come first served basis). Wellcome Genome Campus Advanced Courses and Scientific Conferences* (WGC ACSC) must receive payment as detailed on the event webpage before registration is confirmed. Admittance to the event without prior payment/proof of payment will not be permitted.

For events requiring a pre-selection process (i.e. the majority of courses), payment will be requested after a candidate has been selected and invited to register fully. The acceptance and payment for events must be received no later than 10 working days after the invitation has been issued. WGC ACSC reserves the right to withdraw the offer of a place should payment not be received by the due date.

Cancellation and refund policy

Cancellation by the attendee

All notices of cancellation must be sent in writing or by email to WGC ACSC.

Cancellation prior to the event will incur the following charges:

Less than 30 days notice	100% of fee
3 months to 30 days notice	75% of fee
3-6 months notice	25% of fee

Cancellation of, or changes to, the Event

If the event has to be cancelled due to circumstances beyond the control of the event organisers, the full registration fee will be refunded.

All refunds will be made to the credit or debit card used for the initial payment.

WGC ACSC will not be liable for any extra costs incurred by delegates, such as those associated with travel, accommodation or visa applications, etc.

We reserve the right to amend the course and conference programme.

Travel visas

Visa-related costs incurred will not be reimbursed (e.g. visa application fee or embassy travel costs, etc) under any circumstances. Please note that a refund of registration fees will not be given to those whose visa application is declined if you inform us less than 30 days prior to the event (see cancellation by attendee above).

Medical insurance

Attendees must have appropriate travel and medical insurance for the duration of the event. WGC ACSC will not be liable for any medical costs should the attendee require hospital or medical attention nor any associated costs (travel, extra accommodation, etc).

Damage to property

If an individual causes any damage to campus property, they will be liable to pay the full cost of repair or replacement.

Your details

By attending an event, you have agreed that the contact information you provide may be included in the attendance list of the abstract/programme book/course manual, which will be circulated to attendees of the event. Additionally we may send you information relevant to your attendance at this event. For events that are co-organised with a partner, we may share your contact details with that partner. Please note you have the option to unsubscribe from our marketing emails at any time.

Attendance at Events

Attendance at all sessions of a course is compulsory.

ACSC Code of Conduct for Attendees

All event attendees, speakers and exhibitors/sponsors are expected to abide by this Code of Conduct.

The aim is to ensure that the ethos of the Programme is followed and that no individual or groups feel harassed or uncomfortable in participating in the event or social activities.

Ethos

The events are a partnership between the expertise of the ACSC team in scientific event management and development and the expertise of the scientists and clinicians in developing the event programme and teaching or chairing.

ACSC develops and supports the dissemination of knowledge in an open and respectful environment. Our events support the highest academic quality and integrity and, where sponsorship has been obtained, or conflicts of interest arise, this will be open and transparent. We promote diversity and equality and do not discriminate on gender, race, age, religion, physical appearance, disability, sexual orientation or any other information provided.

Code of conduct

1. Be aware that certain language and images can offend groups and cultures different to your own. If you have any doubt about whether specific language or images in your presentations could be misinterpreted, remove them.
2. We will not tolerate harassment or intimidation of any person, whether verbal, physical, or written (including on Social Media or by email).
Harassment includes, but is not limited to:
 - a. Offensive or unwanted comments on gender, race, age, religion, physical appearance, disability, sexual orientation.
 - b. Use of sexual images, inappropriate physical contact, unwelcome sexual attention or stalking.
 - c. Sustained interruption of speakers or those asking questions.
 - d. Unwanted photography or filming.



**WELLCOME
GENOME
CAMPUS**

**ADVANCED
COURSES AND
SCIENTIFIC
CONFERENCES**

Intimidation includes, but is not limited to:

- a. Making threats
 - b. Bullying
 - c. Personal attacks
3. Behaviour that results in damage to Campus property is not acceptable and you will be expected to pay for repair/replacement/cleaning.

The ACSC team reserves the right to ask any individual to leave the event if they break the Code of Conduct. They will not be given a refund of any fees, and will not be allowed to reside on Campus (if they have Campus accommodation) for the remainder of the event.

** Wellcome Genome Campus Advanced Courses and Scientific Conferences is operated by Genome Research Limited (GRL), a subsidiary of The Wellcome Trust. GRL is a charity registered in England with number 1021457 and a company registered in England with number 2742969, whose registered office is 215 Euston Road, London, NW1 2BE.*