

Registration Terms & Conditions

Prior to processing your booking, you must read and sign the terms and conditions by selecting the box agreeing to them on the online registration booking form.

DEFINITIONS

<i>Conference</i>	Meningitis Research Foundation Conference 2025
<i>Substitution</i>	The action of replacing the named delegate on the booking with another
<i>Cancellation</i>	The action of cancelling something that has been arranged or planned
<i>Organiser</i>	Meningitis Research Foundation and Outsourced Events on behalf of the EMIS National User Group

CONFERENCE CONFIRMATION

Please note you are not guaranteed attendance at the Meningitis Research Foundation Conference 2025 until you have received an email confirmation and payment has been made. All confirmation emails should be received within 24 hours of your booking being made. If you do not receive this please contact mrfconference2025@outsourcedevents.com

PAYMENT TERMS

We must receive full payment prior to the start of the event, no later than the 17th November 2025. Any bookings not paid in advance of the date above will be cancelled at the sole discretion of the event organisers. Bookings made fewer than 14 days before the event date, must be paid in full on the same day via credit or debit card. Failure to provide prompt payment before the event will result in the booking being cancelled.

Please note under no circumstance will individuals be allowed into BMA House and the event without settling their outstanding balance in full.

Early Bird Discounts or other time-limited promotions will only apply where full payment is received before the end of the applicable promotion period. If payment has not been received prior to the end of the offer, delegates will be invited to purchase a full price ticket, should spaces be available.

Any bookings made within 14 days of the event will be required to pay via credit or debit card only.

By Invoice

If you request to be invoiced, payment terms will be 14 days from the date of the invoice, after which time the reserved place will be released. An invoice will be generated and sent out to you via email, confirming your payment date. If your organisation uses Purchase Order Numbers, please input this at the time of booking as failure to do so may cause delays with your booking.

We are unable to accept payments by invoice from the 28th October 2025, due to proximity to the conference.

Late Payments

For all invoices that are not settled within 14 days, we reserve the right to cancel all associated delegate places booked. Please note we do not accept cash or cheque payments. If a cheque is sent to us we will return this to you. Please note attendance is not

confirmed until payment has been received and sending a cheque may delay confirmation of your attendance.

SUBSTITUTIONS

Delegate substitutions are allowed, without charge, up to the 3rd November. If you need to substitute a place for yourself or your colleague, this can be done directly on the Evessio registration platform. Alternatively, the request can be made in writing to mrfconference2025@outsourcedevents.com providing the name, job title, affiliation and contact details of the delegate that will be substituting the ticket.

Please note that once a booking has been made, delegate fees will be due in full even where the delegate does not attend.

FAILURE TO ATTEND

Failure to attend the conference without prior notification will still make the delegate liable for the full conference payment.

PROGRAMME

Changes to any aspect of the conference (including speakers) may be necessary due to events outside the control of the organisers. The organisers therefore reserve the right to make any necessary amendments to the programme or timings of the event. The most up to date version of the programme will always be available on the website.

Views expressed by speakers are their own. Meningitis Research Foundation cannot accept liability for advice given, or views expressed, by any speaker at the conference or in any material provided to delegates.

FILMING & PHOTOGRAPHY

Photography/videography will be used for the duration of the conference; the images resulting from the photography/video filming of the event, and any reproductions or adaptations of the images for fundraising, may be used for publicity or other purposes to help achieve Meningitis Research Foundation's aims. This might include (but is not limited to), the images being used in printed and online publicity, social media, press releases and funding applications. Delegates who do not wish their images to be included in this material should contact the organisers by email at mrfconference2025@outsourcedevents.com prior to the event.

DATA PROTECTION

We respect and value your privacy. We will only collect and use personal data for individuals who register to attend our conference. This data collected will only be used in the manner described below and one that is consistent with your rights under the law. Please refer to Meningitis Research Foundation's [Privacy Policy](#) for further information.

What data do we collect?

If you chose to register for the Meningitis Research Foundation Conference 2025 we will collect the following data from you; Title, Name, Gender, Email Address, Appointment/Position, Institution/Organisation, Billing Address, Country, Dietary Requirements and Accessibility Needs.

How will we use your data?

- E-mail you a conference confirmation email confirming your registration
- E-mail you an invoice or credit/debit receipt (as applicable)
- Email you relevant information for the conference including, but not limited to, information on poster submission, programme updates and joining instructions outlining final important information regarding your attendance

- Contact you via email or telephone to chase any outstanding conference payments. We will not send you any unsolicited marketing or spam and will take reasonable steps to ensure we comply with our obligations under UK GDPR/GDPR
- We are collecting gender information solely for the purpose of analysing demographic diversity among delegates and supporting the creation of a more inclusive environment. This data will be handled in accordance with our Privacy Policy, ensuring it is processed securely and used only for the stated purpose under GDPR. We do not keep your personal data for any longer than is necessary.

Do we share your data?

We contract with a third-party event agency Outsourced Events Ltd to supply and manage this event on behalf of the Meningitis Research Foundation. Outsourced Events Ltd will require access to your data for event management and marketing for this event only. Outsourced Events Ltd also use sub-processors Evessio and Swapcard to help manage the event. Evessio provides our dedicated registration platform. All registration data will be securely stored on the dedicated registration platform and you can view Evessio's Privacy policy by [clicking here](#). Swapcard manages the virtual event platform and Swapcard's privacy policy can be found by [clicking here](#). Outsourced Events Ltd, Evessio and Swapcard only keep your personal data for as long as is necessary or required by law.

How can you control your data and access it?

When you submit personal data via the registration platform, you will be given options to restrict our use of your data. We aim to give you strong controls on our use of your data for direct marketing purposes. You will have the option to opt-in to receive event news updates. You have the right to ask for a copy of any of your personal data held by us (where such data is held). If you wish to make a request please contact us on mrfconference2025@outsourcedevents.com.

GENERAL

All access and dietary requirements must be advised at the time of registration to ensure that the best effort can be made to cater for these requests. Failure to do so may mean we are unable to cater for your requirements.

CONTACT

If you have any questions about your booking or the conference then please contact mrfconference2025@outsourcedevents.org or call +44 (0) 330 460 6007– this number should be direct line to OE, the team will aim to respond to your query within one working day.