

### Registration forms

Please register online where possible. However completed registration forms (see Information Security below) should be returned to: [events@theiet.org](mailto:events@theiet.org)

Or alternatively you can call **customer services** on +44 (0)1438 765 657 or +44 (0)1438 765 650.

### Delegates with specific requirements

The IET aims to offer fully accessible events to all its delegates. Please help us to accommodate any individual requirements that you may have by attaching a note to the registration form. We will contact you to discuss as necessary.

### Payment

Payment must accompany your registration. Registration will only be confirmed upon receipt of full payment by card, cheque or BACS.

If paying by BACS, please ensure that a completed registration form is submitted to the address on the form and that your payment quotes the delegate name.

PLEASE NOTE: Payment via Purchase Order is not accepted.

### Information security

For your security, please note we do not accept registrations containing credit / debit card information by email. Please call Customer Services on +44 (0)1438 765 657 or +44 (0)1438 765 650 should you wish to pay over the telephone.

### Cancellation

Cancellation charges are as follows:

- 91 + days before event start date = Full refund
- 61-90 days before event start date = 50% of fee
- 0-60 days = No refund

Name substitutions are accepted at any time to [events@theiet.org](mailto:events@theiet.org). The IET reserves the right to cancel any event. In this case, the full fee will be refunded unless a mutually convenient transfer can be arranged.

### Legal statement

Following the confirmation that Iran had fulfilled its obligations under the nuclear accord with the UN, we are working with our bank, Barclays, to assess how the dismantling of the sanctions in Iran will be put into effect and over what timescale. Until there is clarity on this, unfortunately we remain unable to undertake any such transactions with any individual or organisation based within Iran via the Iranian Banking infrastructure or by any other mechanism.

Accordingly, the IET is not currently able to make available the following goods and services:

The Institution of Engineering and Technology is registered as a Charity in England & Wales (no. 211014) and Scotland (No. SCO38698).

- Books journals or any other paid-for publications
- All paid for events
- Memberships
- Accreditations
- Any other financial transactions

Should you have any question regarding this matter please contact [events@theiet.org](mailto:events@theiet.org) who will be happy to advise you.

### **VAT: I am an international delegate, why do I need to pay VAT?**

Conferences that take place in the UK are liable for UK VAT as they are classed under VAT legislation as 'services' and therefore VAT is chargeable at source.

Overseas delegates must pay the VAT charged on their invoice initially but may be able to claim this back from the UK VAT office.

For information on reclaiming VAT see [Notice no 723A](#) which can be obtained from the [HM Revenue & Customs website](#).

### **Continuing Professional Development (CPD) hours**

The IET operates a voluntary (opt-in) Continuing Professional Development (CPD) monitoring scheme, available to TMIET, MIET and FIET members. This scheme aims to enhance CPD support for members through improved guidance and feedback.

To request a CPD certificate please email [events@theiet.org](mailto:events@theiet.org) or speak to us onsite.

For further information please [visit the IET CPD website](#).

### **Filming and Photography**

The Event Organisers maintain the right to photograph, film, broadcast or record the Event, without informing of or recompense to event delegates. These images or recordings can be used for promotional purposes as undertaken by the event organisers and their partners, which will cover a range of possible uses including advertising press and media, printed information items, editorial coverage and any other promotion directly related to the event organisers or their sponsors.

### **Intellectual Property and Consent**

For the purposes of these Terms and Conditions, "Content" means the webinars, roundtables, presentations, publications, articles, materials, documents, data, research, reports and/or other information that is provided to you and your Event Delegates by us or one or more of our Affiliates as part of or in connection with the Event, in any format (whether digital or print).

As a delegate, you may get access to speakers' presentational Content. You agree that you shall only use the Content for your professional development or organisation's learning & development. Neither you nor your Delegates may provide the Content to any individuals outside your company, nor to any individuals within your company who are not Delegates, without our prior consent. You shall not use the Content in any way which might infringe any third-party rights, including third party Intellectual Property Rights.

You agree that the trade name, logo and/or trademark of your organisation, if applicable, may be used, by the Event Organisers, to feature your organisation as an attendee. It may cover a range of possible uses including email marketing, event delegate lists, event website, advertising press and media, editorial coverage and any other information or promotion directly related to the event.

### **Notice to authors (call for papers/posters events)**

Please note each paper/poster must have at least one author registered by the specified author deadline. Papers/posters with additional contributing authors registering after this date will be required to pay the standard conference fee that is applicable.

Any paper/poster that does not have at least one author registered by the author deadline will be withdrawn from the conference.

All students must have their applications endorsed by their professor or Head of Department.

The author must be present at the conference to present the submission. Papers that are not presented will not feature on Inspec, the IET Digital Library or be indexed on IEEE Xplore.

Please include your paper reference number when registering.

### **Online registration**

The system where authors can submit papers for conferences is a different system to the one that accepts delegate registration.

To register online as a delegate for the event an IET website username and password will be required.

New online users - To create a new login, visit [www.theiet.org](http://www.theiet.org) and click on the 'Login' button on the top right hand side of the page.

An option to 'Register' will appear. Users will be required to follow the onscreen instructions to create an account.

A username and password will then enable new users to register to attend an event online.

Please contact [events@theiet.org](mailto:events@theiet.org) if further assistance is required.