

## **RealWorld Conference 2008: Booking terms and Conditions**

### **Accommodation**

All accommodation booked through IPD will be at St John's College, Cambridge. Breakfast will be included. Rooms at the College are limited and are offered on a first come first serve basis to delegates. IPD is happy to recommend alternative accommodation throughout Cambridge upon request.

### **VAT**

VAT rates will be charged at 17.5%

### **Conference registration**

All registrations must be confirmed in writing. Confirmation will be sent to all participants who register by 8 September 2008.

### **Conference package**

The conference fee includes entry to the *RealWorld* Conference 2008. The fee also includes high quality and comprehensive documentation, which will be given to each delegate at the start of the conference. All papers and presentations will also be placed on a secure website for all conference delegates following the event. Also included are refreshment breaks and dinner on Tuesday 9 September 2008, and refreshments and lunch on Wednesday 10 September 2008.

### **Payment**

Payment must accompany all applications and be made by credit card bank transfer or cheque payable to Investment Property Databank Ltd. A receipted invoice will be sent to confirm bookings along with electronic joining instructions. **Payment MUST be settled before the conference.**

### **Cancellation**

Written notice is required for all cancellations. Cancellation received by **11 August 2008** will incur the cancellation fees listed below. After this date, the full registration fee will apply; however, substitutions will be accepted in writing up until three working days prior to the conference.

### **Cancellation fees**

Conference: £150 + VAT = £176.25

For non-attendance of events there will be no refunds and the full fee will still apply. Full conference materials will be supplied upon request to registered delegates.

### **Other booking conditions**

IPD reserves the right at any time and without prior notice to change the venue of the conference and/or the speakers/chair and/or the programme from that described in the brochure. IPD also reserves the right in absolute discretion and without further liability to cancel the programme, in which event all monies will be refunded. IPD cannot be held liable for any pre-booked travel costs.