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**MEMBERS’ NETWORKING EVENING TERMS AND CONDITIONS**

**REGISTRATION**

Please note, Members' Networking Evenings are subject to a maximum of **ONE** place per member company.

If more than **ONE** person registers from the same company, the additional bookings will be added to a waiting list. If this is the case with your booking, we will let you know that you have been added to the waiting list and that we cannot confirm your place unless we receive cancellations prior to the event.

**CANCELLATIONS** **AND NON-APPEARANCES**

We would request that all cancellations are received in writing no later than **FIVE** working days in advance to [events@ukinbound.org](mailto:events@ukinbound.org) so that the spaces can be reallocated.

However, UKinbound recognises that there will always be cases where people need (for whatever reason) to cancel close to the event.

In the first instance we will be sanctioning those that have signed up to an event **but do not attend and do not notify the team at all** - they will receive a first written caution from the Events Committee Chair. A second occurrence will result in a **two-month restriction** in attending any networking evenings.

We hope that this policy brings a new level of fairness, and we thank you for taking the time to read, understand and appreciate this new enforcement which is aimed at giving the widest membership the opportunity to attend and drive business outcomes from these valued events.