

Terms and Conditions: The Bell Foundation Conference

1. General

a) Payment of the conference fee entitles you to:

- Entry to the conference
- Attendance at keynote speeches and breakout sessions
- Tea, coffee, and lunch on the day of attendance

All other costs associated with attending (including, but not limited to, travel and accommodation) are your sole responsibility. The Bell Foundation accepts no liability for such expenses.

b) The Bell Foundation reserves the right to alter any aspect of the conference (including, but not limited to, its name, content, programme, speakers, venue, date, or timing) without liability for any expenses delegates may incur. Where possible, we will notify participants promptly to help minimise potential costs, but we are not liable for such costs. Please refer to clause 4 for information on cancellations and refunds.

c) The Bell Foundation is not responsible for any technical issues you may experience during the event.

d) Slides from the event will be made available and shared afterwards only where speakers have given permission for them to be shared.

e) Any opinions, ideas, or information expressed by speakers or other participants during the conference are their own and do not necessarily reflect the views of The Bell Foundation, its staff, or trustees.

2. Booking & Attendance

a) To qualify for the Early Bird rate, your booking and full payment must be received by **23:59 (UK time) on 31 January 2026**. From 1 February 2026, the standard rate will apply.

b) All bookings must be made via Eventbrite [insert hyperlink].

d) The details you provide at booking will be used for your conference badge. If any details are incorrect, please email [**events@bell-foundation.org.uk**](mailto:events@bell-foundation.org.uk) as soon as possible.

e) Delegates must wear their conference badge at all times to access the venue and session rooms. If you lose, damage, or forget your badge, please visit the Registration Desk for a replacement.

f) Only the named delegate may collect their badge. Badges are non-transferable unless the change has been formally approved by The Bell Foundation in advance (see clause 3).

g) If you cannot attend, you may transfer your place to another person by notifying The Bell Foundation no later than **24 May 2026** via events@bell-foundation.org.uk

h) The Bell Foundation will keep delegates informed of any updates or changes to the event. It is your responsibility to inform us of any changes to your contact details by emailing events@bell-foundation.org.uk

i) The Bell Foundation reserves the right to refuse entry or remove any delegate whose behaviour is disruptive, unsafe, or otherwise inconsistent with the ethos of the event (including but not limited to issues relating to health and safety, security, or misuse of alcohol/drugs). No refund will be given in such cases.

j) The conference will be photographed and video recorded. On booking, all delegates will have the option to withhold consent to being photographed or filmed. By providing consent, you agree to be photographed and/or video recorded, and for your image or likeness to be used by The Bell Foundation in any media, without payment or prior reference to you.

k) Delegates may take photographs during the conference but must not film in any session. When posting images online (e.g., social media or blogs), please reference "The Bell Foundation Conference" and/or the official hashtag **#BellFoundationConference2026**.

3. Changes to Your Booking

a) If you have paid and need to update your badge details, you must email events@bell-foundation.org.uk by **24 May 2026**. After this date, changes can only be made on site.

b) Delegate substitutions must also be requested by **24 May 2026**. No changes will be accepted after this date.

4. Cancellations & Refunds

- **Before 24 May 2026:** You may cancel your booking for a full refund or nominate an alternative delegate.
- **After 24 May 2026:** No refunds or delegate substitutions will be permitted.

Refunds will be issued to the original payment method and source. All cancellation requests must be sent to events@bell-foundation.org.uk.

5. Children & Young People

No person under 18 years of age may attend the conference unless accompanied and supervised at all times by a responsible adult who is not participating in the event.

6. Accessibility

We are committed to supporting delegates with disabilities or access requirements. Please check the venue's Accessibility Statement [[hyperlink to https://www.accessable.co.uk/university-of-birmingham/access-guides/aston-webb-a-block](https://www.accessable.co.uk/university-of-birmingham/access-guides/aston-webb-a-block)] to ensure your needs can be met. If you require additional support, email **events@bell-foundation.org.uk** as early as possible so we can discuss what arrangements may be possible.