

Networking Event Booking Terms and Conditions

Please read the terms and conditions published before making a booking.

Terms and conditions of bookings and payments

Bookings can be made online.

Networking Events are limited, and bookings will be dealt with on a first come first served basis.

Networking Events must be paid for at the time of booking.

Confirmation

Confirmation of your booking will be sent by email within 2 working days.

Further details of the Networking Event and venue will be sent out within 10 working days of the Networking Event. If you have not received such, you should contact the Regional Office for Regional Events and Corporate Events at National Headquarters for National Networking Events.

Networking Events Prices

All prices can be found on the website for each Networking Event. Prices may be subject to change.

Unless stated in the Networking Event details, accommodation is not included within the cost of Networking Events and The PGA cannot book accommodation on attendees' behalf.

Non-full Members of the Association

Networking Events are run for the benefit of full Members of the Association and as a rule will only be opened up to non-members, who are guests of a full Member of the Association if spaces are available.

Cost will vary for guests of full Members of the Association and be will transparent in the registration process.

Cancellations By the PGA

The PGA reserves the right to cancel a Networking Event at any time. If a Networking Event is cancelled due to insufficient bookings, all attendees will be advised of the cancellation no later than 1 week prior to the event.

Attendees will be offered a full refund or transfer onto an alternative Networking Event of the same value.

The PGA disclaims any responsibility for costs incurred by attendees due to the cancellation of travel or accommodation arrangements.

By the Attendee

All cancellations by attendees should be advised to the Regional Office for Regional Events and Corporate Events at National Headquarters for National Networking Events.

There is a charge which varies depending on when the written notice is received prior to the course.

- 20 working days - 10% charge.
- 10 – 19 working days - 30% charge.
- 9 working days or less – No refund will be given
- Failure to attend on the day - No refund will be given

A refund may be made in exceptional circumstances. In such cases an application must be made in writing to the PGA, accompanied by appropriate evidence such as a doctor's note, proof of flight cancellation, etc.

All refunds will be made within 10 days of receipt of confirmation of cancellation.

Transfers

Transfer requests must be made in writing and will only be accepted up to **10 working days** prior to the course.

9 working days or less transfers will be treated as a late cancellation or non-attendance so the member will need to pay the full price of the course again.

For transfers to a Networking Event of a higher value, any difference must be paid in full at the time of writing.

General Terms and Conditions

Presenters/Speakers

Views expressed by the speakers are their own. The PGA disclaim any liability for advice given or views expressed by any speaker at these events, or in any notes or documentation provided by them.

Dress Code

The dress code for all Networking Events, unless otherwise advised, is smart/casual (no jeans/trainers/t-shirts).

Change of Terms

Although the information contained in this supplement, to the best of our knowledge, is correct at the time of going to press, it may be necessary, for reasons beyond our control, to make changes to the programme. In the event of a Networking Event being cancelled, we will make a full refund but hereby disclaim any further liability.