

Booking terms and conditions for conferences

Most SAHF events are free of charge, where no fee for attendance has been charged, SAHF reserves the right to administer a £60 cancellation charge to delegates who do not show on the day of the conference and have not notified SAHF in writing. *Cancellation fee is not applicable to webinars.*

For those events which SAHF does not charge, we reserve the right to limit the number of places per organisation per event.

1. The Charity must be notified of cancellations in writing, or by email to info@sahf.org.uk

An administration charge of £60 per place will be charged for places cancelled more than seven days before the event

2. Cancellation notices received in writing within 4 weeks or more prior to the date of the event will not be charged.

3. Any amendment to a delegate's registration must be made in writing by email and sent to South Asian Health Foundation. We cannot accept amendments over the telephone as we require written confirmation of any changes made. Amendment and cancellation requests should be sent via email to: info@sahf.org.uk

4. We reserve the right to request payment of a Non-Attendance Fee. Where insufficient notice of cancellation is given, or none at all an invoice for £60.00 will be sent by email after the missed Event to complete payment.

5. We may take photos of delegates at our events which could be used for marketing purposes. If you do not wish for any photos that you feature in to be used in this capacity please do let us know on: info@sahf.org.uk

6. It may be necessary for reasons beyond the control of the organisers to alter the content, speakers or timings of the events

7. All delegates' details will be kept on our records, but we will not share your contact details with anyone.

8. On the day of the event the delegate list (name, job title and organisation only) will be shared with attendees to facilitate networking and as an opportunity to make connections.

9. If you require a personal assistant or carer to attend the event with you, they are very welcome. The personal assistant or carer's place will be free. Please email info@sahf.org.uk to book their free place.