



## **IAFL Annual Meeting 2024, Boston, USA – Terms and Conditions**

### **Emergency Contact Consent**

Emergency contact information will not be shared with any third parties and will only be used for emergency situations. (Possible emergency contact is a family member or friend.) By providing this information you confirm that you have consent from your emergency contact to share their personal data with IAFL and Judy Lane ICS.

### **Personal Information Disclosure**

#### **Judy Lane International Conference Services Ltd**

The personal data you are asked to provide on this registration form is being collected by Judy Lane International Conference Services Ltd (JLICS) PO Box 273, Benfleet, Essex, SS7 9FS, UK ([iafl@judylaneics.com](mailto:iafl@judylaneics.com)) on behalf of the International Academy of Family Lawyers (IAFL). JLICS will share your personal data with IAFL, 81 Main Street, Suite 505, White Plains, New York NY 10601, USA.

JLICS is collecting this data to:

- Process and manage your conference registration and take payment
- Process and manage your hotel reservation (if requested)
- Send you information about the IAFL Annual Meeting, 2024, Boston, USA

You have the right to access, amend and/or delete the personal data held about you or, where applicable, withdraw your consent for the collection and processing of your personal data at any time by emailing [iafl@judylaneics.com](mailto:iafl@judylaneics.com). Please include your full name, name of your organization, email address and country of residence as provided on this registration form and any action you wish to take. Note that a request to suspend the processing of or delete your personal data or withdrawal of your consent might result in JLICS being unable to process your meeting registration and hotel reservation or your meeting registration and hotel reservation being cancelled. In case of cancellation, you will still be financially liable for the cancellation penalties as set out in the Hotel and Registration Cancellation Terms and Conditions on the registration form and detailed below.

## **IAFL**

The IAFL uses your meeting/hotel booking data to answer queries, to manage and process your registration/hotel booking, to organise social functions and to keep you updated with meeting arrangements. The IAFL will not share this information with anyone outside of the organisation, except where necessary to deliver our services.

For further information about how the IAFL protects your personal information, please review our [Privacy Policy](#).

## **Guest Information Disclosure**

By providing your guest's information you confirm that:

- You have received consent from your guest to share their personal data with IAFL and Judy Lane ICS Ltd to be processed in connection with their attendance at the Meeting.
- Your guest is/are aware of and in agreement with the IAFL terms and conditions of attendance.

## **Dietary Requirements**

Judy Lane ICS will share any dietary requirements provided for you and any registered guests, including full names, with any venue including but not limited to the meeting hotel and/or venue where food is provided by the meeting and where you have indicated your attendance. If you do not provide information about any special dietary requirements you or your guests may have, we regret that we will not be able to accommodate those requirements.

## **Registration Categories**

Please ensure that you register in the correct registration category. If not, we will email you to pay any additional fees due. If payment is not received within one week of contact, your registration will be cancelled. Any person with unpaid fees from a previous meeting will not be permitted to register for another meeting.

## **Registration Cancellation**

Registration cancellations received in writing to [iafl@judylaneics.com](mailto:iafl@judylaneics.com) will be accepted until 24 April 2024 and fees refunded, less a USD 100.00 administrative fee per person. This includes social event and tour fees, but only if the Academy is not responsible for any charges or fees due to the cancellation.

Cancellations received after 24 April 2024 will not be refunded, however transfer of your registration to another person is acceptable, up to the date of the event. Please email [iafl@judylaneics.com](mailto:iafl@judylaneics.com). No refunds will be made for non-attendance at the Meeting.

If in the unlikely event the Meeting is cancelled, any travel and accommodation costs will not be refunded.

## **Hotel Cancellation/Amendment**

You may cancel or amend your booking by emailing [iafl@judylaneics.com](mailto:iafl@judylaneics.com). Our

policy is to respond, confirming receipt of your cancellation/amendment, within 48 hours. If not received, please telephone Michele Williams +44 1327 858216.

**Penalties (for cancellation/reduction in room nights)**

Up until **6 May 2024**: No penalty

From **7 May 2024**: Full-stay penalty

The full-stay penalty will also apply to no-shows (non-arrival on the day of your booking). Where penalties are due, the hotel will charge the credit card you have provided as a guarantee with your booking form.

**Visa Policy**

It is the responsibility of each attendee to check visa requirements for entry into the USA and to organize their visa if required. Please allow sufficient time for the relevant application procedures. The organisers will not accept liability for non-approval of visas and any request for a refund of registration fees paid will be considered under the deadlines of the meeting cancellation terms and conditions.