

**CPI INNOVATION SERVICES LIMITED
TERMS AND CONDITIONS FOR BOOKING**

1. THE CONFERENCE

Please read these terms and conditions prior to booking. They relate to, and govern, your rights and obligations in relation to the Conference.

Definitions:

“**Conference**” is the RNA Vaccines and Therapeutics - London 2024 conference, run by CPI in partnership with Imperial College London whose main premises are located at Sherfield Building, Exhibition Road, South Kensington, London, SW7 2AZ (“ICL”) at the Venue and UK Bioindustry Association whose main premises are located at Upper Ground Floor, Victoria House, Bloomsbury Square, London WC1B 4DA (“BIA”) on 2nd and 3rd October 2024, for which you purchase one or more tickets;

“**Data Protection Laws**” is a reference to all applicable data protection and privacy laws and regulations in force from time to time in the UK including the UK General Data Protection Regulation (UK GDPR); the Data Protection Act 2018, and regulations made thereunder, and other legislation and regulatory codes of practice issued from time to time which apply to the use of personal data, including the privacy of electronic communications;

“**Intellectual Property Rights**” is a reference to our copyright, all proprietary rights, including rights in any patent, trade mark, trade name, typographical rights, design rights, the right to have confidential information kept confidential, know-how or any processes, research effort or intellectual activity relating to the above;

“**Materials**” is the Conference materials and content, in whatever form, including but not limited to hard copy and electronic form, verbal and auditory communications, methodologies, information software and documentation which is owned, or created independently of these terms and conditions by us and specifically provided by us in connection with the Conference (including without limitation any conference guides, online resources or other documentation or materials and all revisions, updates and alterations of the same) as provided at the Conference;

“**Venue**” is The Royal College of Physicians, 11 St Andrews Pl, London NW1 4LE.

“**We**”, “**us**” or “**our**” is a reference to Centre for Process Innovation Limited, CRN: 05002194 with registered office at Wilton Centre, Wilton, Redcar TS10 4RF.

“**You**” or “**your**” is reference to a person who is attending the Conference (or someone on your behalf).

2. CONTENT OF THE CONFERENCE

- 2.1. While we make reasonable efforts to ensure that the information used for the Conference is correct, we do not make any warranties or guarantees about the accuracy and completeness of the information provided, including but not limited to information about any equipment to be used.
- 2.2. We may make changes to the Materials for the Conference at any time without notice.
- 2.3. If you have any questions about any Materials, please contact Louise.Taylor@uk-cpi.com.
- 2.4. We do not accept responsibility for the reliability of the Materials or their fitness for a particular purpose and we will not be liable for any losses or damage resulting from your use of any knowledge gained from the Conference.

3. DATA PROTECTION

In circumstances where we act as a Data Controller or Data Processor (as defined in and) under the Data Protection Laws, we shall comply with the Data Protection Laws and we shall only process details about you, (i.e. your personal data) in accordance with these terms and conditions, our Privacy Policy, and business analytics. For the avoidance of doubt, we shall only use your personal data for marketing purposes, as agreed with you. For details, please see our Privacy Policy (<https://www.uk-cpi.com/legal/privacy>). If you believe that any personal details which we are processing are inaccurate or incorrect, you should contact us immediately at legal@uk-cpi.com, for the attention of the Director of Legal.

4. YOUR BOOKING

- 4.1. When you make a booking for the Conference you are accepting an offer from us on these terms and conditions.
- 4.2. Once we accept a booking from you, it may be difficult for us, subject to any right you have to cancel your booking, to change it or make any amendments to it. Any changes to the details you provide for Conference may be subject to us charging an administration fee of £15 (fifteen pounds).
- 4.3. Once you have made a booking, we will send you an email acknowledging that you have made the booking. Once we have sent you confirmation by email there will be a binding contract between you and us. Normally, we send you an email confirming that we have

received your booking within 24 hours of you making it. If you do not receive a confirmation email within 24 hours, please contact Louise Taylor at Louise.Taylor@uk-cpi.com.

4.4. We do not have to accept any booking you make. The stated availability of tickets for the Conference is only an estimate and should not be relied on as a definite statement. Please note that the Conference may be subject to a maximum number of delegates. Once that number is reached, further bookings placed will be declined. You may be offered the opportunity to be placed on a wait list and/or notified by email if the Conference is repeated.

4.5. If you have a disability or medical condition that requires special arrangements to be made, please notify us of your requirements when making the booking and we will endeavour to accommodate any reasonable request.

5. YOUR OBLIGATIONS

5.1. Upon attending this Conference, you agree to observe and comply with any of the Venue's procedures which may be displayed around the Venue or communicated by Venue security and/or other staff upon arrival at the Venue's premises, and with the reasonable instructions of the Venue's security and other staff where applicable.

5.2. You are responsible for any personal belongings that you bring to the Conference, and you must ensure that you do not leave any personal belongings unattended. We will not be liable for any loss or damage to personal belongings, or any damage caused by you to Venue property.

6. PRICE AND PAYMENT

6.1. The price of the Conference tickets for purchase between 18th April to 2nd October vary as follows:

6.1.1. Early Bird Tickets (maximum of 40 tickets available): £420;

6.1.2. Standard Tickets: £540;

6.1.3. Student Tickets: £300.

6.2. We reserve the right to adjust our prices from time to time.

6.3. All prices and other costs/fees/charges shown are inclusive of VAT. Any recovery of VAT is your responsibility and not a matter for us.

6.4. We cannot accept liability for a payment not reaching the correct account due to you quoting or inputting an incorrect account number or incorrect personal details. Further, we cannot accept liability if payment is refused or declined by the credit/debit card supplier. If payment is declined, we are under no obligation to bring that fact to your attention. You should check with your bank/payment provider that payment has been deducted from your account.

6.5. Price and other costs and charges are shown in British Pounds Sterling. Depending on the credit or debit card you use the prices, and other costs and charges shown may also be displayed in another currency. If you purchase tickets for the Conference in a currency other than that of the debit or card you use, you may be charged additional amounts for performing currency conversion services. For the avoidance of doubt, any currency conversion costs, or other charges incurred in making the payment or processing a refund shall be borne by you and shall not be deductible from the fees due to us.

7. CHANGES, CANCELLATION AND REFUNDS IN RESPECT OF THE CONFERENCE

7.1. We reserve the right to change the presenter and/or time of the Conference (or any part of it) without notice.

7.2. We reserve the right to cancel the Conference, and we shall have no liability for any expenses or consequential loss which you may incur as result of cancellation. Should we cancel the Conference for any reason, either completely or partially, after you have made, and we have accepted your booking then the following will apply.

7.3. We shall notify you in writing by email of the cancellation and we shall offer you a full refund of your booking payment.

7.4. You must notify us of your intention to cancel in writing or by email. If the cancellation is made 8 weeks or more prior to the start of the Conference, a full refund shall be given subject to the aforementioned administration fee of £15.00 (inc. VAT). Otherwise, the following will apply:

- For cancellations made between 29 and 15 days prior to the start of the Conference a 50% refund will be given.
- For cancellations received with less than 14 days prior to the start of the Conference no refund will be given.

7.5. No refund will be given if you fail to attend the Conference or withdraw once the Conference has started, for whatever reason.

7.6. For the avoidance of doubt we shall not be responsible for any failure or delay in the performance, in whole or in part of the Conference, or for any obligations arising from or attributable to circumstances beyond its reasonable control, including, but not limited to, acts of God, fire, casualty, flood, war, strike, lock-out, failure of public utilities, epidemic, pandemic, impossibility of the use of railways, shipping, aircraft, motor transport or other means of public or private transport, impossibility of the use of public or private telecommunications networks, civil commotion, malicious damage, and/or the acts, decrees, legislation, regulations or restrictions of any government.

7.7. We reserve the right to exclude you (without compensation or refund) if, in our reasonable view, your behaviour or presence is disruptive to the proper functioning of the Conference or the Venue staff.

8. INTELLECTUAL PROPERTY

8.1. As between us, the Intellectual Property Rights in the Materials provided to you for the purpose of the Conference are our property or that of its licensors and it shall remain vested in us. You are entitled to use Materials only for your own personal use and you are not entitled to copy or record/video such Materials (except to the extent permitted by law or where permitted in these terms and conditions) nor are you entitled to use or authorise others to use such Materials for any commercial purposes.

8.2. The Intellectual Property Rights in the Materials provided by ICL, BIA and any third party for the purpose of presentation at the Conference (“Owner”) shall remain vested in the Owner. As above, you are entitled to use Materials only for your own personal use and you are not entitled to copy or record/video such Materials (except to the extent permitted by law or where permitted in these terms and conditions) nor are you entitled to use or authorise others to use such Materials for any commercial purposes.

9. LIMITATION OF LIABILITY

9.1. A minimum number of confirmed delegates is required for the Conference. In the event the Conference is cancelled due to the minimum required number not being attained 28 days before the Conference, you will be notified by CPI and your booking fee will be refunded. We shall not be liable to you for any losses, costs and expenses other than the Conference booking fee incurred by you as a result of our cancellation of the Conference.

9.2. Save as precluded by law, we will not be liable to you for any indirect or consequential loss, damage or expenses (including loss of profits, business or goodwill) howsoever arising out of any problem you notify to us under this condition and we shall have no liability

to pay any money to you by way of compensation other than to refund to you the amount paid by you for the Conference.

- 9.3. Save as precluded by law, our total liability in respect of all losses arising under or in connection with the Conference provided by us, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, shall in no circumstances exceed the price of the booking made for the Conference.
- 9.4. Notwithstanding the foregoing, nothing in these terms and conditions is intended to exclude your statutory rights or limit our liability to you for any death or personal injury resulting from our negligence.

10. LAW AND JURISDICTION

These terms and conditions (and any disputes arising in connection with them) shall be governed and construed by the law of England and you and we agree to submit to the jurisdiction of the courts of England and Wales.