

Event Terms & Conditions

1. Introduction

These Terms and Conditions apply to all events organised by **The Security Institute** including but not limited to conferences, seminars, webinars, networking events, training courses, workshops and special interest group (SIG) events.

By registering for an event, you agree to these Terms and Conditions.

2. Registration

2.1 All event registrations must be completed through our approved booking system or by another method authorised by the organisation.

2.2 A booking is confirmed once payment (where applicable) has been received and a confirmation email has been issued.

2.3 We reserve the right to refuse or cancel registrations where necessary.

2.4 Event places are allocated on a first-come, first-served basis unless otherwise stated.

3. Payment

3.1 Payment must be made prior to the event unless alternative arrangements have been agreed.

3.2 Prices are published at the time of booking.

3.3 Any applicable VAT will be shown where required.

4. Cancellation by the Delegate

A full refund is available for cancellations received 10 working days prior to the event, unless otherwise stated on the event booking page:

Refunds will not be provided for non-attendance except for in exceptional circumstances in which the refund must be signed off by the Chief of Staff or Chief Executive Officer.

Title: Events Terms and Conditions

Form Reference: SYI-248P

Issue Date: September 2026

5. Substitutions

Delegate substitutions may be made at any time prior to the event by notifying the Events Team in writing via events@security-institute.org at least 3 days prior to the event.

The substitute must meet any eligibility requirements for the event.

6. Cancellation or Changes by the Organisation

We reserve the right to:

- change the venue;
- amend the programme;
- substitute speakers;
- alter timings;
- change the delivery method (for example, from in-person to online);
- postpone or cancel an event where circumstances require.

Where an event is cancelled or postponed by the organisation, delegates will normally be offered either:

- a full refund; or
- the opportunity to transfer to another event.

The organisation shall not be liable for any travel, accommodation or other consequential costs incurred by delegates.

7. Speaker Programme

Every effort will be made to deliver the advertised programme.

Occasionally speakers may become unavailable due to circumstances beyond our control. The organisation reserves the right to make changes without liability.

8. Delegate Conduct

We are committed to providing a safe, welcoming and professional environment.

Title: Events Terms and Conditions

Form Reference: SYI-248P

Issue Date: September 2026

Delegates are expected to:

- behave respectfully towards others;
- comply with venue rules and health and safety requirements;
- avoid disruptive, abusive, discriminatory or inappropriate behaviour;
- follow reasonable instructions from event staff.

We reserve the right to remove any attendee whose behaviour is considered unacceptable. No refund will normally be provided. This is in addition to our Code of Ethics for all members which can be found on our website: [SYI-012P-CODE-OF-ETHICS.pdf](#)

9. Photography and Recording

Photography and video recording may take place during our events.

Images and recordings may be used for:

- promotional materials;
- publications;
- websites;
- social media;
- annual reports.

If you do not wish to be photographed, please notify a member of the Events Team on arrival. We will make reasonable efforts to accommodate your request.

Delegates may not record presentations or livestream sessions without prior written permission.

10. Accessibility

We aim to make our events accessible to everyone.

Please advise us of any accessibility requirements when registering or contact the Events Team in advance so that reasonable adjustments can be considered.

11. Dietary Requirements

Title: Events Terms and Conditions

Form Reference: SYI-248P

Issue Date: September 2026

Where catering is provided, reasonable dietary requirements notified before the published deadline will be accommodated where practicable.

Late requests cannot always be guaranteed.

12. CPD Attendance

Where an event provides Continuing Professional Development (CPD):

- attendance may be recorded;
 - delegates may be required to scan in or otherwise confirm attendance;
 - CPD certificates will only be issued where attendance requirements have been met.
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13. Data Protection

Personal information is processed in accordance with our Events Privacy Notice and Privacy Policy.

Information provided during registration will only be used for purposes connected with the administration and delivery of the event unless you have agreed to receive additional communications.

14. Third-Party Sponsors and Exhibitors

Sponsors and exhibitors may be present at our events.

Delegate contact details will not be shared with sponsors or exhibitors unless you have explicitly consented to receive communications from them.

15. Personal Property

Delegates remain responsible for their own personal belongings throughout the event.

The organisation accepts no responsibility for loss, theft or damage to personal property unless caused by our negligence.

16. Health and Safety

Title: Events Terms and Conditions

Form Reference: SYI-248P

Issue Date: September 2026

Delegates must comply with all venue health and safety procedures.

Any accidents, incidents or hazards should be reported immediately to a member of the Events Team.

17. Force Majeure

The organisation shall not be liable for failure to deliver an event where such failure results from circumstances beyond its reasonable control, including but not limited to:

- severe weather;
 - industrial action;
 - public health emergencies;
 - government restrictions;
 - venue closure;
 - terrorism;
 - civil unrest;
 - utility failure.
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18. Liability

Nothing within these Terms excludes liability for death or personal injury caused by negligence or any liability that cannot lawfully be excluded.

Subject to this, the organisation's liability shall be limited to the amount paid by the delegate for the relevant event.

19. Governing Law

These Terms and Conditions shall be governed by the laws of England and Wales.

Any disputes shall be subject to the exclusive jurisdiction of the courts of England and Wales.

20. Contact

Title: Events Terms and Conditions
Form Reference: SYI-248P
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For any questions regarding these Terms and Conditions, please contact:
events@security-institute.org

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