



The Leicester Conference

Terms and Conditions

The following information is intended to provide you with information on the fees for the conference and payment methods available and withdrawal and cancellation terms.

1. Deposit

A deposit of £700 is required on submission of all applications. The deposit reserves a place in the Conference. Applications will not be considered without the deposit. An invoice will be issued for the balance of the cost of the conference if the application is successful.

2. Applications

Applications will be accepted until the closing date, **Friday 1 July 2022**. There are a limited number of places at the conference. When the conference is full, you can request to be placed on the waitlist.

3. Unsuccessful applications

The Institute reserves the right to decline applications for any reason. If the Institute declines the application the deposit will be reimbursed.

4. Fee

The conference fee is £5,200 for the Working Conference and £5,950 for the Training Group. This fee covers all accommodation and meals for the duration of the conference: from lunch on 30 July 2022 up to and including lunch on 12 August 2022. There is an Early Bird discount of £600 by 1 May 2022. You will be liable for any banking transaction charges.

5. Bursary applications

There is a limited number of *partial* bursaries available for those in need. Bursary applications will be accepted until 1 May 2022 only.

To apply for a bursary, a deposit of £700 is required together with the submission of the application form. Applications will not be considered without the deposit.

In addition, a bursary form must be completed and returned together with the following evidence:

- Last 3 months' bank statements
- Last 3 payslips
- Separate bursary statement (200 words) giving the reasons for applying for a bursary, including steps being taken to obtain funding elsewhere and any other relevant information for the Bursary Committee to take into account.

All this evidence must be sent to the Pre-Conference Administrator upon application and by 1 May 2022 the latest. Failure to do so will result in the bursary not being considered or processed; the full fee will apply after that date.

The Bursary Committee aims to do their best to enable those in need to attend the conference; however, should the bursary awarded not be sufficient for the applicant to attend, the £700 deposit paid will be reimbursed minus a **£90** administration fee.

6. Group discounts

The discount is applicable for those working for the same organisation *only*.

There is a £100 discount each for two applicants from the same organisation, and a £250 discount each for 3+ applicants from the same organisation.

For the discount to be applicable, all applicants in the group must attend the conference. Should one or more cancel their participation or withdraw from the Conference, the group discount will be adjusted according to the number of participants that remain in the group; e.g. if in a group of 3 one of the group



withdraws/cancels, then the discount will be adjusted as a group of 2 (£100 discount each). If only one applicant remains from the original group, the full fee applies. Please see point **10** for the conditions for cancellation and withdrawals.

However, you can substitute a participant at any time before the conference commences, subject to the agreement of the Conference Director.

7. Alumni discount

There is a £450 discount for applicants who participated in one of the Institute's *modular* courses in the last 5 years.

8. Payment of the balance

Please send your deposit (£700) with your application form to be considered for a place on the conference. On reservation of your place, it will be reserved until 28 days after the date of the balance invoice or **8 July 2022** whichever is the earlier, during which time the balance of the fee must be paid in order to confirm your place. After 8 July 2022 if the balance of your fee has not been paid, we reserve the right to offer your place to another participant.

Online Sagepay: Pounds sterling only, directly, via our [website](#). You don't need to have a Sagepay account as there is an option to pay with your credit/debit card.

Bank transfers: Pounds sterling only. Please contact the Pre-Conference Administrator for our bank details. Ensure that your bank transfer clearly states both your company or personal name and invoice number in the Reference section and that the amount **includes all bank charges (at either end)**.

Credit / Debit cards: Visa/Mastercard – for manual payment **not** online tel our Finance Officer: +44 (0)20 7457 3902.

Cheques / Bank drafts should be made payable to The Tavistock Institute and payment should be in **Pounds Sterling** only. Cheques should be drawn on a bank in the UK. Bank drafts in sterling currency are available from most banks. Please note that Eurocheque transactions are not accepted.

9. Accommodation and meals

This is a residential programme taking place at Lane End Conference Centre, High Wycombe – the fee includes accommodation / meals for the duration of the conference. Participants are responsible for any other charges incurred which are payable to the venue directly e.g. accommodation before/after the conference, alcohol taken with meals, drinks from the bar etc.

10. Customer withdrawal

The following cancellation charges will apply, with reference to the date when we receive written notice of cancellation:

Notice period before the conference when cancellation / withdrawal must be received by us in writing	Charge
More than 120 days	£150
91-120 days	Loss of Deposit
42-90 days	50% total Conference price
Less than 42 days	100% total Conference price

However, you can substitute a participant at any time before the conference commences, subject to the agreement of the Conference Director. You will be liable for any banking transaction charges.

11. Visas

Participants will be responsible for processing their own visas with the corresponding authority should one be required to enter the United Kingdom.

Processing visas with plenty of time is recommended. The Institute can issue a visa letter in support of



the visa application upon request, for those applicants who have already submitted their application form and made the £700 deposit.

If for any reason the applicant is unable to obtain their visa, and cancels/withdraws as a consequence, the cancellation charges indicated in point **10** will apply.

12. Conference Cancellation

The Tavistock Institute of Human Relations (TIHR) reserves the right to cancel the programme at any time, without liability, in which case all programme course fees will be refunded in full, or your place will be transferred to the next course date. However, The TIHR cannot be held liable for any other expenses incurred by participants or their companies due to the cancellation.

The TIHR holds no liability for any consequence of force majeure including, but not limited to, an act of God, fire, act of government or state, war, civil commotion, insurrection, embargo, sickness and/or other causes beyond its control.

13. Notice

We suggest that if you are living through particular personal difficulties that you consider postponing your attendance to next year as the conference is designed as a learning event and is not a substitute for personal psychotherapy.

14. Working Respectfully

All of TIHR staff aim to be polite, helpful, and sensitive to all our programme participants needs and circumstances.

Any form of rudeness, harassment, aggressive or violent behaviour towards any of TIHR staff, colleagues and fellow participants will not be tolerated and may result in the person being removed from the programme without compensation of expenses and fees.

13 January 2022