



## **TERMS AND CONDITIONS OF ATTENDANCE AT DWIC CONNECT ISTANBUL 2026**

This page, together with any documents referred to, set out the terms and conditions for any booking by you (“Delegate”/“You”/“Your”) relating to attendance at any event (“Event”) organised by the brands owned by Newsquest Media Group (“the Company”), as featured on external communications in all platforms.

### **1. BOOKING**

- 1.1. Under these terms and conditions, a booking is solely for attendance at the Event.
- 1.2. All booking applications are subject to availability and are subject to the Company receiving full payment in advance for the booking in cleared funds.
- 1.3. Your Delegate place(s) for the Event is confirmed upon receipt of written confirmation from the Company, either by email or automated website response. Please contact us if you have not received this within a week of completing the online booking form.
- 1.4. The confirmation will include the number of places booked and the amount paid. Email is the default option for contact if no method is specified.
- 1.5. Full payment is due at the time of booking unless otherwise agreed by the organiser.
- 1.6. All bookings are made in agreement with the price listings as they appear on the website at the time of booking.
- 1.7. We will retain a copy of the booking form for administrative purposes. Our copy will not be available to the Delegate. Delegates are responsible for making and retaining their own records.
- 1.8. Booking automatically constitutes agreement with the terms and conditions, including any subsequent amendments.

### **2. CANCELLATION**

- 2.1. All cancellations must be notified to us in writing. There is no charge for cancellation, but any refund will be subject to the following timescales:
- 2.2. For any cancellation of more than 90 days prior to the date of the Event a full refund of any monies paid less a 10% administration fee to cover costs incurred. Between 90 and 30 days prior to the Event a refund of 50% of the monies paid will be available. Fewer than 30 days before the Event no refund will be given. The parties agree that the deductions are a genuine and reasonable pre-estimate of our damages as a result of cancellation.
- 2.3. In the event of our cancellation of the Event for reasons beyond the control of the Company including, but not limited to: cancellation by a third party, venue owners, any contractor, sub-contractor or lease holder in respect of the Event to which the invoice relates; any other event of force majeure (e.g other “acts of war, terrorism, strike lock-out, industrial action, earthquakes, fires or Acts of God”), we will refund your payment. We shall not be responsible for any other costs you may have incurred as a result of cancellation.

### **3. DELEGATE REQUIREMENTS**

- 3.1. We require notification of any dietary requirements (where relevant) no later than 30 days before the Event. It is your responsibility to provide this information via email.
- 3.2. The Company and venue jointly will make every effort to accommodate any physical disabilities; however they should be made aware of any necessary requirements no later than 15 days prior to the event. The Company and venue do not accept responsibility for any failure to comply with requests made after this time.
- 3.3. It is the responsibility of the booker to ensure their delegates attend the Event. No refunds will be given for non-attendance for any reason.
- 3.4. Substitution of one attendee for another, including substitution for the booking Delegate, will be allowed at our sole discretion based on our receiving written notification no later than 5 days prior to the event. The Company reserves the right to refuse attendance to anyone not on the guest list as a result of a substitution not having been correctly notified and authorised.