



Terms and Conditions Conferences, Courses, Seminars and Briefings

1. To secure your place at any drb Group Conference, Seminar, Course or Briefing, please ensure the invoice is paid in full within 14 days of being received and prior to attendance.
2. Notification of cancellation must be received in writing at least 11 working days prior to the event when a full refund, less an administration charge of £10, will be made.
3. Regrettably no refund will be available for delegate cancellations received less than 10 working days prior to the date of the event.
4. Please confirm all special dietary requirements in writing at least five working days prior to the event. Requests for special catering needs received after that date will be sent to the caterers; however drb is unable to guarantee that these requirements will be met.
5. The drb Group will do its utmost to ensure that all conferences, seminars, courses and briefings will take place as advertised. However, if in extreme circumstances, an event has to be cancelled the company bears no responsibility for any loss incurred by delegates for transport or accommodation relating to this event.
6. In the unlikely event of this being necessary The drb Group reserves the right to make changes to its programmes without notice.