

AECB Carbon Lite Programme

Training and CPD Provision

Terms and Conditions

1. All events must be paid for in full prior to attendance at the event.
2. Cheques should be made payable to AECB CarbonLite.
3. All prices quoted are inclusive of VAT which is charged at the standard rate.
4. Provisional reservations can be made by telephone or email and should be confirmed by forwarding a completed booking form with payment within five working days.
5. If the number of attendees arriving at the event exceeds the number of places previously booked and paid for additional delegates will be asked to pay to attend prior to the event commencing provided there is space available.
6. If you would like to cancel your booking please let us know as soon as possible. If you notify us more than two weeks before the event we will be able to offer a refund.
7. If you cancel your booking less than two weeks before the event you will still be liable for the full amount.
8. Telephone cancellations are accepted but should be confirmed in writing.
9. The AECB reserves the right to cancel or alter that dates of any planned events. In the event of cancellation a full refund will be given to those already booked onto the event.
10. A map of how to get to the venue will be forwarded prior to the event.
11. The cost of lunch and refreshments is included in the event fee.
12. If you have a learning difficulty, disability or medical condition please advise us in order that we can make the necessary arrangements.