**Terms and Conditions**

By signing and returning the registration form, the authorising signatory on behalf of the stated company is subject to the following terms and conditions

**Delegate Substitutions**

Delegate substitutions are welcome at any time. Please notify Optimum Upgrade in writing or via e-mail of any changes.

**Delegate Cancellations**

 All delegate cancellations must be received in writing and are subject to the following conditions: For any cancellations received 7 working days before the start of a training course, will issue a credit voucher for the value paid to be used for up to one year for current events from the date of issue for any future training. For any cancellations received less than 7 working days before the date of the training course, the full fee will be payable and no refunds or credit vouchers will be given If a registered delegate does not cancel and fails to attend the training course, this will be treated as a cancellation and no refund or voucher will be issued

**OPTIMUM UPGRADE Cancellation and Postponement Terms**

In the event that Optimum Upgrade cancels an event, delegate payments at the date of cancellation will be credited to a future Optimum Upgrade event. in the event that Optimum Upgrade postpones an event, delegate payments at the postponement date will be credited towards the rescheduled date. if the delegate is unable to attend the rescheduled event, the delegate will receive a credit voucher representing payments made towards a future Optimum Upgrade event. Optimum Upgrade shall assume no liability whatsoever in the event this conference is cancelled, rescheduled or postponed. for purposes of this clause, a fortuitous event shall include, but not be limited to fire, labour strike, extreme weather or other emergency. please note that speakers and topics were confirmed at the time of publishing, however, circumstances beyond the control of the organisers may necessitate substitutions, alterations or cancellations of the speakers and/or topics. as such, Optimum Upgrade reserves the right to alter the advertised speakers and/or topics if necessary.