



# Annual Systems Engineering Conference 2023 (ASEC 2023)

## Attendee Terms and Conditions

### Glossary of Terms

“Attendee” means any individual present at the Conference in any capacity, including but not limited to, Delegates and Exhibitors.

“Conference” means ASEC 2023.

“Event Organiser” means the company who are administering ASEC 2023 on behalf of INCOSE UK, being Dot-The-Eye Ltd.

“Event Services Supplier” refers to the venue who are hosting ASEC 2023, being the Spaces at The Spine, Liverpool.

### COVID-19

Following the lifting of all Government restrictions in relation to COVID-19, there will be no specific measures put in place at this year’s Conference. However, we would still encourage all attendees to maintain best practice in regard to hygiene wherever possible, for example by frequently washing and/or sanitising hands throughout the event, capturing any coughs or sneezes in a tissue and disposing of them, and maintaining an appropriate social distance from other attendees where it is possible to do so.

If there is a resurgence of COVID-19 that results in the introduction of new guidelines by the UK government, then INCOSE UK will fall in line with this updated guidance, which may place new restrictions on event attendees.

### Recording Consent

This is a conference with networking for which video recording and photography are necessary, including access to the presentations and other activities and for distribution. Video recording is also necessary for those who are unable to attend and can only participate by viewing a recording of the event at a later date. In addition, video and sound recording and still photography, including but not limited to crowd shots, group videos, and shots of attendees, speakers, exhibitors and sponsors are essential, and may be a condition of their participation.

You agree and consent that your likeness may be captured in still photo, video, digital photography and other means and may be used across our programmes and applications and on print literature at our events. By attending you grant INCOSE UK and any of its parents or subsidiaries (hereinafter collectively referred to as INCOSE UK) and the Event Organiser explicit permissions, to use your name and likeness in photographs, video and/or digital and hard copy recordings, broadcasts and/or image preservation in digital or paper-based reproductions, in any and all of their applications, sites and publications, without payment or any other consideration, and explicitly waive any and all royalties and indemnify INCOSE UK and the Event Organiser from any and all liability under any theory of law or equity related to use and/or dissemination of your name/likeness and/or image.



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### Cancellation Terms

Attendee refunds will be processed for cancellations that are received in writing (this includes emails). Any emailed cancellation requests should be sent to [events@incoseuk.org](mailto:events@incoseuk.org) and any letters should be sent to; INCOSE UK, The Dyers Building, 21 Silver Street, Ilminster, Somerset, TA19 0DH.

Any cancellation requests sent by mail will be considered to have been received on the date that the letter is delivered to INCOSE UK's postal address.

The amount to be refunded varies depending on the date on which the cancellation request is received – this is summarised in the table below:

| From                                    | To                                      | Refund Due                               |
|---|---|--|
| Present                                 | 8 <sup>th</sup> November 2023 (midday)  | 100% of ticket cost                      |
| 8 <sup>th</sup> November 2023 (midday)  | 16 <sup>th</sup> November 2023 (midday) | 100% of ticket cost, less £100 admin fee |
| 16 <sup>th</sup> November 2023 (midday) | 22 <sup>nd</sup> November 2023          | No refund                                |

### Substitutions

Substitutions within an organisation may be made provided the organisers are advised in writing before midday on the Friday prior to the conference (17<sup>th</sup> November 2023). If a non-member is substituted for a member, the non-members' rates will apply.

### Professional Conduct

It is expected that all attendees will conduct themselves in a professional and respectful manner towards all other Conference attendees at all times, in line with [INCOSE UK's Code of Conduct](#).

INCOSE UK and the Event Organiser reserve the right to remove any attendee from the event, who it is felt is behaving in an unacceptable manner towards any other attendee or conducting themselves in such a way that is likely to bring disrepute upon INCOSE UK, the Event Organiser, the Conference, or the venue. Any decision in this respect may be made at the discretion of INCOSE UK, and/or the Event Organiser and will be final.

### Force Majeure

INCOSE UK and the Event Organiser accept no responsibility for loss or inconvenience caused should this event be cancelled due to circumstances outside of their control, and they reserve the right to deduct direct expenditure in connection with this event before refunding monies.

### Law Applicable

These Terms and Conditions and any dispute or claim arising out of or in connection with them or their subject matter will be governed by English Law and subject to the exclusive jurisdiction of the English Courts.