

Payment

Payment must be received 30 days from the date of invoice or before the date of the event, whichever is sooner. Your booking will only be validated once your payment has been received.

By credit card/debit card

Please call the IAM Office during UK hours 09:00 to 17:00 (UK hours) on +44 (0) 8454 560 565.

By Bank Transfer (BACS)

If you wish to pay using the above method, an invoice will be sent to you with bank details in order to make payment.

Please note that you should use the Invoice Number (if issued) or your Delegate Number/Membership number (if no invoice is issued), as a payment reference. This will help us to trace your payment.

By cheque

To be made payable to "IAM TRADING Ltd".

Invoice details

Invoice postal address:	
Account contact name:	
Account contact telephone:	
Account contact email:	
Purchase order number (if required):	

Cancellation

The following refund applies to cancellation requests:

- 32+ days before event start date = Full refund
- 15 - 31 days before event start date = 50% refund
- 0 - 14 days before event start date = No refund

The IAM reserves the right to cancel any event. In this case, the full fee will be refunded unless a mutually convenient transfer can be arranged.

A list of all delegates in attendance will be available during the conference. This list will include only the names and organisations of attendees, and no other personal or contact details. If you wish to be removed from this list, please contact the IAM prior to the conference

For any queries please contact Events@theIAM.org.