

Conference and Event Terms & Conditions

By booking the event the following terms and conditions apply.

Photography and filming

Photography and filming will occur throughout the event.

These images and videos will be used by the Institute of Asset Management and may be published on our website, social media and circulated to media organisations for publication or transmission.

Delegate list

A list of all delegates in attendance will be available during the event. 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 event.

Cancellation

If you cancel your booking, the following refund policy applies:

- 32+ days before event start date - a full refund will be issued
- 15 - 31 days before event start date - a 50% refund will be issued
- 0 - 14 days before event start date - no refund will be issued

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.

VAT Overseas

Overseas delegates must pay the VAT charged on their invoice as conferences that take place in the UK are liable for UK VAT (they are classed under VAT legislation as 'services' and therefore VAT is chargeable at source). Overseas delegates may be able to claim this VAT back from the UK VAT office later.

For information on reclaiming VAT see [Notice no 723A](#) which can be obtained from the [HM Revenue & Customs website](#).