

# **Annual Oxford Animal Ethics Summer School Terms and Conditions**

## **1. Payments**

All bookings must be made prior to the Summer School and must be paid in full to guarantee registration. Once payment has been received, an email confirmation and a receipted invoice will be sent. All payments need to be received at least 4 weeks before the Summer School.

## **2. Cancellations**

Cancellation charges apply as follows:

8 weeks or more prior to start of event: 10% of the delegate fee

4 to 8 weeks prior to start of event: 50% of the delegate fee

4 weeks or less prior to start of event: 100% of the delegate fee

All cancellations must be received in writing.

## **3. Access Requirements**

Delegates should advise of any special access requirements at the time of booking.

## **4. Summer School Information**

Information on how to check in for the Summer School will be sent to registered delegates by email at least seven days prior to the event. Any delegate not receiving the registration information should contact us by email: [depdirector@oxfordanimaethics.com](mailto:depdirector@oxfordanimaethics.com)

## **5. Alterations to Programme - Cancellation/Postponement of Event**

1. Oxford Centre for Animal Ethics (OCAE) reserves the right to make alterations to the Summer School programme, venue and timings.

2. In the unlikely event of the programme being cancelled by OCAE, a full refund will be made.

Liability will be limited to the amount of the fee paid by the delegate.

3. In the event of it being found necessary, for whatever reason, that the conference is being postponed or the dates being changed, the organisers shall not be liable for any expenditure, damage or loss incurred by the delegate.

4. If by re-arrangement or postponement the event can take place, the booking between the delegate and the organisers shall remain in force and will be subject to the cancellation schedule above.

## **6. Speakers**

Views expressed by speakers are their own. OCAE cannot accept liability for advice given, or views expressed, by any speaker at the conference or in any material provided to delegates.

## **7. Photography and Filming**

For promotional purposes, there may be a professional photographer and video production taking place during the Summer School. Delegates who do not wish to be filmed or recorded should advise the organisers by email ([depdirector@oxfordanimaethics.com](mailto:depdirector@oxfordanimaethics.com)) prior to the event. Films and photographs from the Summer School may be displayed on our website ([www.oxfordanimaethics.com](http://www.oxfordanimaethics.com)) and on our social media (Instagram “oxfordanimaethics”). If you do not wish a photograph to be used, please email [depdirector@oxfordanimaethics.com](mailto:depdirector@oxfordanimaethics.com) to have it removed.

## **8. Data Protection**

By submitting registration details, delegates agree to allow OCAE to contact them regarding their services. They will be emailed about the Summer School, but will also be added to the Centre’s mailing list. Delegates who do not wish to receive such communications please email [depdirector@oxfordanimaethics.com](mailto:depdirector@oxfordanimaethics.com).

- The name, institution, role, (or city and country if no institution is provided) and contact email of registered delegates will be placed on the attendee list which will be given to all attendees for them to see who is at the Summer School for the purpose of networking.

Delegates who do not wish to be included on this list should advise at the time of booking, or indicate on the booking form if they do not wish for their email to be shared.

- Your name, mailing address and email is shared with our accountants, both Critchley's and our online accountancy platform Xero. This is only used for the purpose of invoicing you for the Summer School.
- Your email and name is shared with our email system Mail Chimp. We use your email address to send you both information shared with our general mailing list (e.g. newsletters and promotional materials), and specific emails about the Summer School.
- Your name, dietary information, and any accessibility requirements are shared with Merton College, University of Oxford, in order to facilitate your booking at the Summer School.
- We collect your phone number. This is only to contact you in case of an emergency or cancellation of the Summer School. We do not share your phone number with anyone.
- All information is stored on the Centre's computers before, during and after the Summer School. If after the Summer School you no longer wish us to retain your information, please email [depdirector@oxfordanimaethics.com](mailto:depdirector@oxfordanimaethics.com) and we will remove all your data from our lists.

### **9. Insurance**

It is the responsibility of the delegate to arrange appropriate insurance cover in connection with their attendance at the Summer School. OCAE cannot be held liable for any loss, liability or damage to personal property.

### **10. Speakers Terms and Conditions**

OCAE may use the speaker's name, institution, role, and title of presentation for promoting delegate attendance at the Summer School. Speakers who do not wish to give permission this, please email [depdirector@oxfordanimaethics.com](mailto:depdirector@oxfordanimaethics.com) on receipt of these terms and conditions.

### **11. Illegality and Violence**

It is the policy of the Centre not to associate with or accept work from those who are associated with violence or illegality. In accepting your place at the Summer School, you are agreeing to these terms. If you are found to be in breach of these terms then you will no longer be allowed to participate in the Summer School.

### **12. COVID-19**

All participants will have to conform to UK regulations concerning COVID-19. In the event of regulation changes close to the event, all participants will be emailed with what is required.

If you have any questions about these Terms and Conditions, please contact:

Deputy Director, Oxford Centre for Animal Ethics, Oxford, OX4 1EG, UK  
[depdirector@oxfordanimaethics.com](mailto:depdirector@oxfordanimaethics.com)

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