



IIRSM Risk Excellence Awards 2021

Terms and Conditions

Making your entry

1. You must submit your entry following the process set out on the awards page, Awards Process and Timetable, and set out in these terms and conditions.
2. We will not accept responsibility for any entries that are lost, mislaid, damaged or delayed in transit, regardless of cause. For the avoidance of doubt, proof of transmission of a lost or delayed entry will not be accepted as a valid or alternative entry.
3. Our acceptance of your entry will take place when we accept your entry in writing on the formal application provided.
4. When we accept your entry, it will be subject to the awards terms and conditions.

Eligibility to enter and judging

1. The awards are open to entrants that fulfil the entry criteria set out on the awards category page.
2. Any material supplied in support of your entry must be your original work. We will not accept an entry that contains work which does not belong to you, has been plagiarised, includes intellectual property belonging to somebody else or has had a complaint of any nature upheld against it.
3. Entries will be judged by an independent panel of judges.
4. The judges will consider your entry on its merits and solely based on the information you provide. The decision of the judges is final, and we will not enter any discussion with you nor will we accept any appeals about such decision. We reserve the right not to present any award in any given category if submissions are not deemed acceptable.
5. Your entry and any supporting documentation will not be considered confidential information unless you have clearly identified it as 'Confidential' and you agree that we can use the information (or parts of the information) contained in your entry for publicity purposes or in any other form of media for the purposes of promoting the awards.
6. By submitting an entry, you agree your company logo can be used in publicity materials for the awards.

Data protection

1. If you provide personal data as part of your entry and registration to attend the awards dinner, you agree that you are the Data Controller and we are the Data Processor of such data. You undertake that:
 - a. You comply with all applicable laws in respect of such personal data.
 - b. You have all permissions, consents and approvals of data subjects to provide their respective personal data to us to allow us to process such personal data in the course of meeting our obligations under the awards terms and conditions.
 - c. You shall not or omit to do anything which causes us to breach any applicable laws or contravene the terms of our conditions or authorisation under Privacy and Data Protection Requirements.
 - d. Any personal data provided shall be up to date, accurate and complete.
 - e. If you breach the data protection clause, this entitles us in writing to immediately reject your submission or attendance at the awards dinner

Attending the awards dinner

1. If you wish to attend the awards dinner or, as an organisation would like to bring guests/attendees, then you will need to register separately to attend.
2. To register to attend the awards dinner, you will need to complete the online booking process which can be found on the awards pages. We will process your booking as soon as possible.
3. Your registration is not confirmed until you receive an email confirmation setting out joining instructions. If you do not receive our email confirmation within 24 hours of submitting your booking, please contact us at the email address on the awards pages as soon as possible before the dinner. It is your responsibility to update us of any changes to your contact details to ensure you receive all required communication from us.
4. If you require any special requirements due to a disability, food allergies, diet, or for any other reason, please email us at the address on the awards pages as soon as possible, and no less than 7 working days before the awards dinner. Where you inform us of a special requirement less than 7 days before the awards dinner you understand it may not be possible to accommodate it, or it may incur an additional charge.
5. The host of any corporate tables is responsible for informing us of any special requirements for any of their guests. Again, the timescales above must be met.
6. You must comply with the rules and regulations governing the venue including dress code and rules of entry. If you bring property to the venue, you do so at your own risk. We are not responsible for any lost, stolen or damaged property.
7. Attendees must be at least 18 years of age on the date of the awards dinner.
8. We are not responsible for any offence caused by any presenters or entertainment at the awards dinner.
9. You are required to make your own arrangements for transport, and of any guests, to the venue. We are not responsible for any non-attendance due to failure of transport.
10. We reserve the right to refuse admission to any person whom we consider in our discretion to be unsuitable for admission or to remove anyone from the event. In any such case, no refund of fees paid will be given.

Fees and making payment

1. We shall raise an invoice for fees payable and payment is due on the date of that invoice. In any event, payment must be made before the awards dinner otherwise we reserve the right to refuse entry (this will not relieve you from paying the invoice).
2. Covering any bank transfer charges are your responsibility.
3. All invoices payable by you are subject to any applicable tax, levy or similar governmental charge.
4. We reserve the right to cancel (a) your entry, and/or (b) the registration of your attendance or attendees prior to the awards dinner. If we do not exercise our rights of cancellation prior to the awards dinner, attendees whose attendance fee has not been paid by the date of the awards dinner shall be required to pay on-site in order to gain entry.
5. All costs and expenses incurred by us (including legal costs and expenses) in recovering sums due under an unpaid invoice shall be recoverable from you.

Cancellations, withdrawals and changes

1. We reserve the right to cancel, postpone or move the awards dinner to another venue or to change any other aspect of the awards dinner at our discretion for any reason whatsoever. However, we will notify you promptly if the change relates to a change of venue or material change in timing. For the avoidance of doubt, such a change shall not entitle you to not adhere to the awards terms and conditions.
2. We reserve the right to change the awards dinner presenter or any other performers and do not guarantee the attendance of any guest.
3. Any discounts or offers advertised for the awards dinner (such as "Early Bird" offers) may be time limited and/or subject to availability.
4. Where we cancel an awards dinner, we will refund any attendance fees paid, and we will use reasonable endeavours to notify you of such cancellation. We are not liable to pay any travel, accommodation or subsistence costs incurred in attending the awards dinner.
5. If you wish to withdraw your entry, you must email us at the address set out on the awards pages. Where you withdraw your entry more than 14 days after registration to attend the awards dinner, or on or after the closing date for awards entry (whichever is earlier) there will be no refund.
6. If you wish to cancel your attendance at the awards dinner you must email us at the address set out on the awards pages as soon as possible. If you cancel 20 or more days before the awards dinner, we will refund your attendance fee in full, though we reserve the right to retain an administration fee. Where you cancel less than 20 days before the awards dinner there will be no refund.
7. If you cancel a booking or withdraw your entry and there are outstanding payments you may be liable for payment of the full attendance fee as appropriate, or cover the costs incurred in promoting your entry as short-listed depending on the date and time of the cancellation.
8. If you (or if any of the attendees you booked) cannot attend the awards dinner we may allow a substitute attendee at our discretion, provided the request is made no later than 72 hours prior to the awards dinner. Any such request must be made by email to the address set out on the awards pages and should include the name of the attendee who will not be attending and the full name of the substitute, including their job title, organisation and contact details. If the substitute delegate has differing requirements (e.g. dietary) from the original, we may not be able to accommodate these if the request is received later than 72 hours or an additional charge may be incurred.

Liability

1. Neither you nor we shall exclude or limit our liability for (a) death or personal injury caused by negligence, (b) fraud and/or fraudulent misrepresentation.
2. You shall fully and effectively indemnify and hold harmless us against all losses, actions, costs (including legal fees and disbursements on a solicitor/client basis), claims, demands, fines, damages and liabilities, of whatever nature, incurred or suffered by or made against us, whether or not foreseeable, arising directly or indirectly, wholly or in part, out of or in connection with:
 - a. Any breach of these terms and condition by you; and
 - b. Any acts or omissions of yourself, your employees, agents, contractors, visitors, attendees and/or guests at the venue arising out of or in connection with the awards dinner and/or the venue.
3. Under these terms and conditions, our maximum aggregate liability to you (whether arising in contract, tort, negligence, statutory duty or otherwise) shall not exceed the fees paid to attend the awards you paid to us.

General

1. We shall not be liable to you for any delay or failure to perform hereunder due to a natural disaster, actions or decrees of governmental bodies, any curtailment to or cancellation of public transport, strikes or walkouts, acts or threats of terrorism or civil unrest, or communications line failure which (a) hinders, delays or prevents us in performing any of our obligations, (b) is beyond our control of without our fault or negligence, and (c) by the exercise of reasonable diligence we are unable to prevent or provide against ("Force Majeure Event"). In such circumstances we reserve the right not to refund your registration fees and advise that insurance should be taken to cover such eventualities. A Force Majeure Event shall not entitle you to delay payment of any sums under the awards terms and conditions. You are responsible for making your own way to the venue for the event, and you shall remain liable for all payments under these terms and conditions irrespective of any failure of transport or other reason why you are unable to attend the conference.
2. You agree that we shall be entitled to refer to you as a client in sales and marketing literature (including websites) and reproduce your prevailing logo or trademark for that sole purpose.
3. During the awards dinner we may be shoot video footage and take photographs of the awards dinner which may include video footage and photographs of you and/or your booked attendees. You agree (and confirm that you have procured agreement of your booked attendees) to yours and/or their inclusion in such video footage and photographs and we have the right to use such video footage and photographs in our marketing, publicity and advertising activities and materials.
4. Any disputes under these terms and conditions, or claim arising out of or in connection with them, whether in contract, tort (including negligence), breach of statutory duty or otherwise shall be governed by, and construed in accordance with, the laws of England, and shall be subject to the exclusive jurisdiction of England and Wales.