

## PAYMENT OF DELEGATE PLACE

1. Payment must be received by The European Social Network (ESN) prior to the Awards Ceremony. ESN reserves the right to deny access to the Awards Ceremony to any delegate who has not paid their Contribution Request before the start of the event.
2. If payment is made shortly before the award ceremony (e.g., up to 7 working days before the event), delegates are required to show evidence of this payment in case the payment has not yet been recorded by ESN.

## DELEGATE CANCELLATIONS

1. Cancellations must be sent in writing to [essa@esn-eu.org](mailto:essa@esn-eu.org) on or before **Friday 28 October 2022**.
2. A 15% **administration charge will be levied** for every cancellation.
3. There is **no** refund for cancellations that are not received in writing or after **Friday 28 October 2022**.
4. Each shortlisted organisation **must ensure to bring at least 2 representatives** to the Awards Ceremony.
5. You can modify the name of the delegate at any time by contacting [essa@esn-eu.org](mailto:essa@esn-eu.org) with substitute delegate details until **Friday 11 November 2022**.
6. Registration as a delegate for this event constitutes the acceptance of these Terms & Conditions.

## PRIVACY

1. Any personal information we collect from this website will be used in accordance the General Data Protection Regulation (GDPR) which applies across the European Union. Our use of your personal data is subject to your instructions, GDPR, other relevant applicable laws and our professional duty of confidentiality.
2. ESN will retain each delegate's contact details in their database in order to send them information concerning the annual European Social Services Award and communications from ESN.
3. You have the option to opt out of ESN communications at any point if you request it to ESN.
4. ESN will not at any time share your contact data with any third party.
5. ESN usually takes photography and video recordings during the conference for promotional purposes. By registering for the award ceremony, you are authorising ESN to use these pictures and videos for informational and promotional use only. However, they will not at any time be distributed to any third party.