



IFPA AGM & CPD Day 2026

Booking, Cancellation and Refund Policy

Please read the following terms before making your booking.

Booking Confirmation

Your booking is confirmed once:

- your completed booking form has been received; and
- full payment has been received (or, where paying by bank transfer, the funds have cleared into the IFPA bank account).

A confirmation email will be sent once your booking has been processed.

Cancellation by the Delegate

If you are unable to attend, please notify the IFPA Office as soon as possible by emailing admin@ifparoma.org.

Refunds will be made as follows:

- Cancellations received on or before 4 November 2026 – an 80% refund of the ticket price will be issued.
- Cancellations received after 4 November 2026 – no refund will be payable.

The retained 20% contributes towards administration costs and non-refundable event expenses already incurred.

Transfer of Bookings

If you are unable to attend, your booking may be transferred to another person before 14 November 2026, subject to prior approval by the IFPA Office.

The replacement delegate must complete any information required by the IFPA before the transfer is confirmed.

Failure to Attend

No refunds will be given to delegates who do not attend the event without prior cancellation.

Changes to the Programme

The IFPA reserves the right to amend the programme, timetable, speakers or presentation titles where necessary due to unforeseen circumstances.

Such changes will not normally entitle delegates to a refund.

Cancellation by IFPA

Should the IFPA need to cancel the event due to circumstances beyond its reasonable control, delegates will be offered either:

- a full refund of the registration fee; or
- the option to transfer their booking to a rescheduled event (where applicable).

The IFPA cannot accept responsibility for any indirect costs incurred by delegates.

Event Access

Joining instructions and Zoom access details will be sent to registered delegates shortly before the event using the email address provided during booking.

Bookings are personal and must not be shared.

Event Recording

The educational presentations may be recorded and made available to delegates after the event, subject to speaker consent.

The AGM itself will not be publicly distributed, except where required for governance purposes.