

# AEPC 2023 Terms & Conditions

## ACCOMMODATION BOOKINGS

### TERMS OF BOOKING – Accommodation Booking

#### Accommodation booking terms and conditions

- Accommodation bookings are governed by a separate contract than those of Conference registrations. The accommodation booking contract is entered into with Keynote PCO and the delegate and booking of accommodation indicates acceptance of said terms and conditions.
- Accommodation reservations are independent of the Conference taking place and are subject to the booking terms and cancellation fees as outlined below – these terms are not affected or nullified by cancellation of the Conference.
- Should the Conference be postponed, Keynote PCO will make every effort to move the accommodation booking to the new dates in the same hotel or one of similar quality. While every effort will be made to offer the same rates, this cannot be guaranteed. No fees apply to postponed bookings – should the delegate not wish to accept the booking postponement – the cancellation fees as outlined below will apply.
- Delegates are reminded to have travel insurance in place to cover all the costs in relation to their accommodation booking and to ensure sufficient cover is in place.
- Should the hotel booked not be available for reasons beyond the Organisers control, the Organiser reserves the right to reschedule the booking to another hotel of a similar or higher rating, within a 10k radius at the same cost
- Should Keynote PCO be prevented from carrying out all its obligations by circumstances beyond its reasonable control including government intervention, strike, labour disputes, accidents, natural disasters, national or local disasters, war, pandemic or the delegate is unable to travel into Ireland from their country, due to either their own countries restrictions or the Irish Government restrictions, Keynote PCO's liability will be limited to the cancellation terms below.

#### CANCELLATION TERMS - Accommodation Booking

- All cancellations and/or changes must be sent in writing to [aepc2023hotels@keynotepco.ie](mailto:aepc2023hotels@keynotepco.ie) and will not be accepted by telephone.
- Cancellation refers to complete and/or partial cancellation of accommodation bookings.
- Cancellation fees are incurred as follows  
Before 19<sup>th</sup> December 2022 - full refund less administration fee of €25.00  
Between 20<sup>th</sup> December 2022 and 21<sup>st</sup> January 2023 - 50% refund available less administration fee of €50.00  
After 22<sup>nd</sup> January 2023 - No refund for cancelled accommodation.

#### OTHER TERMS AND CONDITIONS – Accommodation Bookings

#### Travel and Medical Insurance

- Participants are requested to make their own arrangements for health and travel insurance. We strongly recommend that, when making an accommodation booking with Keynote PCO a travel and/or equipment insurance policy be taken out to cover any loss, cancellation, medical costs, etc. Refunds will not be offered outside of the terms and conditions below, so delegates should ensure they contact their insurance company to ensure sufficient cover is in place from the time of booking. Keynote PCO do not take responsibility for any delegate, speaker, or exhibitor failing to insure their accommodation booking.

**For further assistance contact Keynote PCO**

Tel: +353 1 400 3626 Email: [aepc2023hotels@keynotepco.ie](mailto:aepc2023hotels@keynotepco.ie)

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[AEPC 2023 Privacy Policy](#)