

## High Integrity Software Conference 2024: terms and conditions

### Bookings:

All bookings must be made electronically on the booking system via the website [www.his-conference.co.uk](http://www.his-conference.co.uk). Please ensure that you have appropriate authorisation before completing the registration form. Completion of the booking form online represents a legally binding agreement between you, AdaCore and Capgemini and indicates your acceptance of all terms and conditions, including cancellation charges. AdaCore and Capgemini reserve the right to alter the programme without prior notice.

### Payment:

If you have paid online via credit/debit card you will receive an email containing your receipt once the funds have cleared the Stripe system. If you have selected to pay by invoice, you will receive an email containing an invoice. Please forward this to your finance department for immediate payment – payment terms are strictly 30 days. All prices stated are ex VAT. Once registration is completed online, VAT will be applied to your invoice at the checkout stage of your booking.

Bookings and payment must be received before your company name and logo will be included in any High Integrity Software Conference 2024 promotion or material.

Bookings and payments received after certain deadline dates may be accepted; however, it is not guaranteed that your company name will be included in printed promotional materials.

### Cancellation:

Cancellation of exhibitor or delegate places must be made in writing and emailed to [laura.pannett@ziabia.com](mailto:laura.pannett@ziabia.com). If you cancel your place AdaCore and Capgemini shall refund a percentage of the fees determined in accordance with the following:

- 91 calendar days or more – 50%
- 31-90 calendar days' notice – 25%
- 0-30 calendar days' notice – 0%

AdaCore and Capgemini shall be entitled to retain from any refunded fees a sum equivalent to its actual administration expenses, the costs of materials, and any costs to which AdaCore and Capgemini committed when you cancel this agreement.

If the conference is cancelled by AdaCore and Capgemini, (other than as a result of events beyond the reasonable control of AdaCore and Capgemini), the company shall refund the fee paid by the delegate or exhibitor.

### Covid-19:

Should Covid-19 return as a pandemic with UK government and World Health Organisation (WHO) guidance in place restricting events, gatherings and travel still be ongoing at the time of the event starting the event will be postponed to a future date within 12 months from the original date without liability, with all group costs and paid deposits transferred to the rescheduled date. AdaCore and Capgemini shall only accept proof from public and official sources (e.g. official travel restrictions issued by the Ministry of Foreign Affairs of the country concerned, WHO etc.) as authentic.

If you are unable to attend on the rescheduled date then a full refund will be paid from AdaCore and Capgemini. If you confirm you can make the rescheduled date and then cancel your place the standard cancellation terms will apply as stated above.

**Insurance:**

Whilst every protection is taken to safeguard your property during the event, the organisers are not responsible for any loss or damage and accept no liability for any loss sustained by the attendee from theft, fire damage or any third party.

Exhibitors are responsible for insuring against any legal liability incurred, in respect of injury or damage to property belonging to third parties. Public Liability insurance to the value of £5m is required by ICC Wales and you will be asked for a copy of your valid certificate for AdaCore and Capgemini's records.

**Limitation of Liability:**

AdaCore and Capgemini shall not be liable for any failure to fulfil this conference where failure is caused by supervening circumstances including weather, fire, flood, earthquake, travel, transport delays, war, riots, acts of terrorism, or events which without fault of either party, render fulfilment impossible.

The organisers cannot be held responsible for the loss or damage to exhibitors' property. Exhibitors are advised not to leave their exhibition stand overnight with any portable and valuable items on the stand. If property is left unattended, it is done so at the Exhibitors' own risk.

Neither AdaCore, Capgemini nor the venue will be responsible for any loss, theft or damage to your personal belongings, other than caused as a result of our negligence or that of the venue or other breach of statutory duty by us or the venue. Any such liability that arises shall be limited to a sum equal to £2,000.00. You will be responsible for paying for any damage which you cause to property at the venue including the cost of additional cleaning where charged by the venue.

**Photographs**

During this event we will be taking general photographs. These photographs will be used for display on the High Integrity Software Conference website and in future conference publicity materials only. You may request that any photographs with your image on be returned to you or deleted from our systems at any time. If you wish NOT to be photographed or video recorded, please indicate this on the registration form and let the organisers know on arrival.

**Exhibitor Responsibilities:**

Exhibitors are required to complete a risk assessment declaration for their stand area by Friday 27<sup>th</sup> September 2024 to [laura.pannett@ziabia.com](mailto:laura.pannett@ziabia.com)

**Accessibility:**

The current EU regulations state that disabled persons must have the same opportunities as able-bodied persons. Exhibitors are advised to ensure their stand is easily accessible to conference guests.

**AdaCore and Capgemini Obligations:**

AdaCore and Capgemini will organise the event to a high standard and to the best of its ability; ensure the Exhibitor benefits from all elements of the confirmed Exhibition package, not do or knowingly permit to be done anything which is prejudicial to the good image of the Exhibitor.

**Exhibitor Obligations:**

The Exhibitor exhibition stand must comply in all respects with applicable laws, regulations, and rules and conditions of the venue relevant to it, and with any relevant trade codes of practice.

**Privacy statement:**

Registrations for this event are managed using a system operated by ZiaBia, a third party under contract to AdaCore and Capgemini. Data, including personal data, will be processed and stored on systems managed by ZiaBia. This data can only be accessed by authorised members of ZiaBia staff, and for the purposes of maintaining and supporting the system, by members of staff at the third party.

Where AdaCore and Capgemini contracts with additional third parties to deliver the event, we may also provide them with relevant elements of this data in order for them to fulfil their services to AdaCore and Capgemini.

As you have provided personal information, we need you to consent to the processing of this data. By submitting this online booking form, you are agreeing to us processing this data as described above. You can withdraw your consent at any time using the contact details below.

By law you have certain rights over your personal data that we hold, including:

- Your right of access - You have the right to ask us for copies of your personal information.
- Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.
- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

To contact us regarding those rights, or anything else in this privacy notice, please write to AdaCore at [fisher@adacore.com](mailto:fisher@adacore.com) and Capgemini at [zoe.griffin@capgemini.com](mailto:zoe.griffin@capgemini.com) or at our registered postal addresses listed on our websites.

If you have any concerns about our use of your personal information, you can make a complaint to us using the details above.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

To access the full ZiaBia privacy policy please click here <https://ziabia.co.uk/privacy-policy/>