

National Biodiversity Data Centre

Documenting Ireland's Wildlife



Workshop terms and conditions

Please ensure you have read and understand the following:

1. Acceptance of terms and conditions

By completing the registration process for a particular workshop, you are agreeing to the terms and conditions set out below.

2. Payment

The fee for attending a workshop will be as stated during the registration process and can vary depending on the workshop of your choice. Prices range from €0.00 to €50.00. Prices are exclusive of VAT except where expressly stated otherwise. All payments for the registration fee must be made in full at the time of completing the registration process. Payment will be made via our merchant account provider (and you consent to us passing your necessary details to the merchant account provider and to them processing necessary information about you), as notified to you. If it is not possible for you to make payment via our merchant account provider, please email us at info@biodiversityireland.ie to put in place alternative arrangements. We reserve the right to run price promotions as we think fit.

3. Refunds

All tickets for the workshop shall be non-refundable except as set out in paragraphs 4, 5 and 6 below. However, if you are unable to attend the workshop for any reason you may email us at info@biodiversityireland.ie to provide us with the name of a substitute to attend the workshop on your behalf, and on receipt of this email we shall make such substitution and allow the substitute access to the workshop.

4. Cancellation of a booking

A full refund will be issued for cancellations received at least four weeks before the event.

5. Cancellation of a workshop

There may be circumstances in which we need to cancel the workshop. In such circumstances, we will endeavour to inform all participants in writing at least one week before the event is due to take place but please be aware this is not always possible. We will provide you with a full refund of the amount of the registration fee that you have paid to us and we will make every effort to provide you with such refund within 30 days of the date of cancellation.

6. Postponement or change to venue

There may be circumstances in which we need to postpone the workshop or change the venue at which workshop is to be held and if we do, we shall advise you of this as soon as we possibly can. If the postponement is for more than 3 months after the publicised date of the workshop or the replacement venue is more than 50 kilometres away from the publicised venue, you may cancel your ticket by emailing us at info@biodiversityireland.ie and we shall provide you with a full refund.

7. Your obligations

If you act in any way which in our opinion is likely to cause any harm or nuisance to any person at the workshop, you will be required to leave the workshop and we shall not be liable to refund your registration fee or any other payment.

You must comply at all times with the health and safety policy of the venue. You must comply with all requests from us or the venue with regard to health and safety, both prior to and at the workshop, and failure to do so may result in you being asked to leave the workshop (in which case no refund will be provided). You may not bring any equipment or items of a hazardous or dangerous nature to the workshop.

You shall not cause any damage to any part of the venue (including outside areas, and all inside walls, flooring, fixtures and fittings). You are solely liable for any damage caused by you or your employees to any such area of the venue and shall fully reimburse us in relation to any damage so caused.

We accept no liability for any damage to, loss of or theft of any of your belongings or other items brought to the workshop by you.

8. Photography and filming

We may wish to photograph or film the workshop and reserve the right to do so for the purposes of promoting future workshops or otherwise. You consent to us (or any other person attending the workshop) photographing or filming you and any persons attending the workshop with you. If you or any persons attending the workshop with you would rather not be included in any photographing or filming, then this must be explicitly expressed to the workshop organiser prior to, or at, the workshop.

9. Data protection

We will only communicate with you using the contact details provided on the registration form for the purposes of the workshop.

10. Tickets

We shall not send you tickets for the workshop. We will have your name on the attendee list and if you have paid the registration fee you shall be provided with access to the workshop.

11. Travel, accommodation and refreshments

You shall be responsible for making and paying for your own travel and accommodation arrangements to and from the workshop. If you are late at the workshop or prevented from attending the workshop due to travel delays or any other circumstances, we shall not be obliged to provide you with a refund or to wait to start the workshop until you arrive. Lunch and light refreshments may be provided on occasion, but we are not obliged to make such provisions which are subject to resources.

12. Disability, medical conditions and dietary requirements

If you have any disability or medical condition that requires us to make special arrangements for you or any special dietary requirements, should they be relevant to us in the event that we are providing refreshments and/or lunch, please email us at info@biodiversityireland.ie as soon as possible and in any workshop at least 2 weeks prior to the date of the workshop. Suitable arrangements cannot be guaranteed depending on the nature of the request.