

UKCF Conference 2026

Terms & Conditions

1. General

- 1.1. UK Community Foundations (UKCF) conference is organised by UKCF, a company limited by guarantee, registered in England no. 2651777 and a registered charity no. 1004630.
- 1.2. We take seriously the protection of your privacy and confidentiality, and we understand that you are entitled to know that your personal data will not be used for any unintended purpose and will not accidentally fall into the hands of a third party. The conference privacy notice can be found [here](#).
- 1.3. Your name, title, organisation, pronouns, and work area will be displayed on a delegate badge and, with consent, amongst other delegates for the purpose of encouraging networking.
- 1.4. We work with [ConnectIn](#) to produce the conference. We may need to pass your information to them, but this will only be used for the purpose of producing the conference. We will also input your detail into our conference app provided by [CrowdComms](#) for delegates to access the conference agenda and other information required for participation. You can read more about this in our conference privacy notice [here](#).
- 1.5. We only work with trusted third parties to produce Conference 2026.
- 1.6. Delegates are responsible for their own insurance. UKCF is not liable for loss, liability, or damage to personal property.
- 1.7. If you are booking on behalf of other delegates, ticket buyers are responsible for ensuring all delegates in their party know the terms and conditions, and by attending the conference they agree to them.

2. Tickets

- 2.1. You must provide UKCF with the names, titles and organisation of all the delegates under your booking by 6 November 2026.
- 2.2. Any delegate name changes or substitutions can be made up to 6 November 2026. They must be from the same organisation. You must notify membership@ukcommunityfoundations.org.uk of the change in writing.
- 2.3. You may not resell tickets.

3. Equity and diversity statement

- 3.1. UKCF is committed to equity, diversity, and inclusion. We will do our best to ensure the venue and materials are accessible, and that we have a range of speakers from diverse backgrounds. If you have any accessibility needs, please let us know on the online

registration form. If your needs change, please contact membership@ukcommunityfoundations.org.

- 3.2. Carers' or personal assistants' tickets are free. If you require one, please contact membership@ukcommunityfoundations.org.

4. Payment

- 4.1. Payment must be received within 30 working days from receipt of invoice as indicated in the invoice terms. Bookings made less than 30 days prior to the event must be settled in full before the event.
- 4.2. Entry to the UKCF conference will not be permitted without full prior payment.
- 4.3. Ticket prices exclude 20% VAT.
- 4.4. Delegates who don't attend still have to pay 100% of the fees (unless in line with our cancellation terms below).

5. Accommodation and travel

- 5.1. Delegates are responsible for booking their own travel and accommodation.
- 5.2. Please note that accommodation is not included in the delegate fee, and we cannot be held accountable or liable for cancelled accommodation.
- 5.3. Please note that travel is not included in the delegate fee, and we cannot be held accountable or liable for delayed, suspended or cancelled transport.

6. Cancellations

- 6.1. Should you need to cancel your booking, the following cancellation terms apply:
 - By Friday 9 October 2026: full refund.
 - From Saturday 10 October 2026 to Monday 26 October 2026 (inclusive): 50% refund.
 - From Tuesday 27 October 2026 onwards, or if you do not attend the event: no refund.
- 6.2. To request a refund under the terms above, you must notify us in writing by email at membership@ukcommunityfoundations.org. The date we receive your email will determine the applicable refund amount.
- 6.3. We reserve the right to make reasonable changes to the conference programme, venue arrangements, timings, format, or speakers where necessary. Changes to advertised speakers, session content, timings or programme details do not entitle delegates to a refund.
- 6.4. If circumstances beyond our reasonable control mean that we are unable to deliver the conference as planned, including but not limited to severe weather, fire, flood, public

health emergencies, government restrictions, industrial action, or other events beyond our control, we may:

- move the conference online;
- postpone the conference to a later date; or
- cancel the conference.

We will provide as much notice as reasonably possible.

6.5. If the conference is delivered online instead of in person, UK Community Foundations will not be responsible for any travel, accommodation or other costs incurred by delegates. Where the conference moves online, we may, at our discretion, offer:

- a virtual ticket at a revised rate;
- a partial refund; or
- a full refund.

6.6. If UK Community Foundations cancels the conference, delegates will be offered either:

- a full refund of the conference fee; or
- the option to transfer their booking to a future UK Community Foundations conference, where such an event is planned.

Any refund will be limited to the conference fee paid. UK Community Foundations will not be liable for travel, accommodation, subsistence or other costs incurred by delegates.

7. Programme content

- 7.1. The organisers reserve the right to change the content and timing of the programme, speakers, or venue at any time.
- 7.2. Delegates must book breakout sessions (workshops and visits) by 13 November 2026, or you may not be able to attend them.
- 7.3. Breakout sessions may have limited capacity and spaces are first come, first served.
- 7.4. Any opinions expressed by speakers or delegates are their own and are not on behalf of UKCF.

8. Press and publicity

- 8.1. By booking, you agree we can promote your organisation's attendance via social media, on our website and on our delegate list. Individual attendance will not be promoted unless explicit consent has been sought, as outlined in the conference's privacy notice [here](#).
- 8.2. We will be filming and taking photos and screenshots throughout the conference. These will be used for marketing purposes by UKCF. Details of how we will use your image are outlined in the [event privacy notice](#) and via signage at the conference venue. If you

would not like to be present in photographs there will be options for you to inform us of this prior to the event during online registration and in person on the day.

- 8.3. All videos and imagery produced are under UKCF copyright.
- 8.4. All materials produced and workshop handouts are copyrighted to UKCF or the breakout speakers.

9. Environmental policy

- 9.1. We are creating a mobile event app as an alternative to printed programmes to reduce paper usage. No printed programmes will be available.
- 9.2. Delegates are encouraged to bring their own bag and stationery. We're also reducing the amount of stationery and merchandise we bring.