



THE UNIVERSITY of EDINBURGH
School of Social
& Political Science



Delegate Terms and Conditions

Payment terms for Delegates

Payment must be made in full by the Delegate for the delegate's registration to be confirmed

Payments should be NET of all bank charges

There are two payment options:

Payment option one: card;

During the on-line registration process, the delegate can request to pay by card

Following payment, an invoice/receipt will be issued by Edinburgh First on behalf of University of Edinburgh School of Social and Political Science.

Payment option two: via an invoice request;

During the on-line registration process, the Delegate can request the payment option "request an invoice"

The Delegate will complete their company billing details, including the invoice contact, and relevant Purchase order number at this stage

An invoice will be issued by Edinburgh First on behalf of University of Edinburgh School of Social and Political Science, and sent to the invoice contact

Any unpaid invoices will be pursued for payment four times initially 30 days after the invoice date and then on three more occasions thereafter.

ESWRA membership fee

The conference fee includes ESWRA membership. Questions regarding ESWRA membership, including requests to not activate the free membership, must be addressed directly to ESWRA by email. The conference committee is unable to answer membership questions.

Delegate cancellation and refunds

If a Delegate alters their booking or cancels any element of their booking, resulting in a full or part refund, Edinburgh First will issue the refund by the original method of payment and on behalf of University of Edinburgh School of Social and Political Science.

A full refund can be applied to any cancellations up until 25th March 2018.

Cancellations after this date will incur a 100% cancellation fee