

## **Events and courses at the Henley Forum – paying delegates**

All cancellations must be made in writing no later than 28 days prior to the course or event starting. An administration fee of £75 + VAT will be charged for all cancellations, to be deducted from any refund or invoice. No cancellations can be accepted within 21 days of the event/course dates, but a suitable replacement delegate can be nominated.

The place will be lost to the organisation if you withdraw within 7 days.

The speaker line up and programme are correct at the time of publication, but sometimes schedules change due to circumstances beyond our control. The Henley Forum reserves the right to make changes to the programme, location or speakers without prior notice.