



AirportsUK | Annual Conference 2025

Terms and Conditions

References to "**us**" refers to AirportsUK, a trading name of the Airport Operators Association Ltd, a company registered in England and Wales: 01041754 whose registered office is AirportsUK, Kings Buildings, 16 Smith Square, London SW1P 3HQ. References to "**we**" and "**our**" shall be construed accordingly.

The Event refers to AirportsUK's Annual Conference 2025, which is organised by AirportsUK. The Event starts at 0900 on 9 December 2025 followed by a two-hour drinks reception after the Event.

The Event takes place at The Conference Centre, Church House, Deans Yard, Westminster, London, SW1P 3NZ. All references to "**The Venue**" refer to this address which is operated by Church House Conference Centre Ltd, Church House, 27 Great Smith Street, London, SW1P 3AZ whose company number is 02869220.

References to "**venue staff**" refer to any person present at The Venue employed by or who acts on behalf of THE CONFERENCE CENTRE, CHURCH HOUSE, and references to "**AirportsUK employees**" refer to any person employed by AirportsUK. References to "**Staff**" or "**a member of staff**" refer to venue staff and AirportsUK staff.

Any person present at The Venue during The Event who is not a member of staff is referred to as an "**attendee**".

References to "**you**" refer to the entity which has purchased a place through our booking service and references to "**your**" shall be construed accordingly.

All times given are UK times.

Registrations for The Event are subject to these Terms and Conditions.

You may alter some of the information associated with your purchase within 14 days prior to the start of The Event by following the link present in the confirmation email or contact: annualconference25@airportsuk.org

Information cannot be altered and reflected in published attendee lists if they are made less than 14 days before The Event.

A person shall be permitted to enter The Venue if:

- They present a valid confirmation of registration to a member of staff at the entrance to The Venue.
- Their name (as shown on a form of government issued ID) matches that associated with the registration.
- They arrive at The Venue at any time during the opening hours of the Event.

Registrations will be valid from the point of purchase, but they will cease to be valid if:

Please ensure you read our Terms and Conditions prior to registration so that you understand our Terms and Conditions. Thank you.



- You or any person acting on your behalf sells or transfers (without prior agreement) a place bought by you to any person.
- At the start of the event, you owe any money to AirportsUK.
- You have cancelled your booking. **You may cancel your booking (subject to our refunds policy – see below) by sending an email to annualconference25@airportsuk.org Cancellations will be subject to payments.**

If your booking is cancelled or otherwise ceases to be valid, a refund may be provided. We shall return all refunded monies to the same bank account which sent the initial payment within ten working days.

Refunds are calculated in line with our Refunds Policy which is as follows:

- All refunds will be given in Pound Sterling. We will not provide refunds in any other currency and accept no responsibility for losses to refund amounts incurred by you as a result of converting the refund amount into any other currency.
- If your registration ceases to be valid before **23:59 on the 10 October 2025, you will be refunded the price paid to us less a £50 administration fee.**
- If your booking ceases to be valid prior to **23:59 on the 10 October and 23:59 on 7 November 2025 you will be refunded 50% of the entire price paid to us.**
- If your booking ceases to be valid at any time after **23:59 on the 10 November 2025 you will not receive a refund.**

A member of staff may refuse a person entry to The Venue or request any person present at The Venue to leave if:

- They consider that the person is causing a nuisance to other attendees, members of staff or the public.
- They believe the person to be a danger to themselves or others.
- The person is unable to present photographic identification matching either proof of purchasing a place or attendee pass.
- The person is unable to produce proof of purchasing a place which would permit them to enter The Venue at that time.

AirportsUK may (at its sole discretion) change the format, speakers, participants content, venue location and programme or any other aspect of the Event at any time and for any reason, whether or not due to a Force Majeure Event, in each case without liability. For the purpose of these terms and conditions, a "Force Majeure Event" means any event arising that is beyond the reasonable control of AirportsUK including (without limitation) speaker or participant cancellation or withdrawal, supplier or contractor failure, venue damage or cancellation, health scares, industrial dispute, government regulations or action, military action, fire, flood, disaster, civil riot, acts of terrorism or war. In the event of a Force Majeure Event, the AirportsUK reserves the right to cancel or rearrange the Event without liability.

Please ensure you read our [Terms and Conditions](#) prior to registration so that you understand our Terms and Conditions. Thank you.