

We accept the following:



### **Payment Security**

Card transactions are processed securely using a high level of SSL encryption to our card provider, and none of your payment details are stored by us. We also accept 3D secure card transactions where applicable.

### **Cancellation policy**

Returning the booking form constitutes an agreement. (Delegate replacement is acceptable.)

Cancellation will incur the following charges:

Cancellation after confirmation: 10% of the delegate fee

6-12 weeks prior to event 50% of the delegate fee

Less than 6 weeks 100% of the delegate fee

### **Refund policy**

Refunds will be given subject to the cancellation charges as above.

### **Contact us**

If you have any problems making payment please contact the accounts department at the following details:

Tel: +44 1322 221144 | [ghi.accounts@markallengroup.com](mailto:ghi.accounts@markallengroup.com)

### **Company Registered Name**

The Airports Publishing Network, The Stables, Willow Lane, Paddock Wood, Kent, TN12 6PF, UK

Registered Company no: 1960598