



**If you need to cancel your booking/s for the free #TLT15 or TLT event, our cancellation policy is as follows:**

**1.1** Please send cancellation details to the event organiser by email or by telephone. We request that delegates inform us of cancellations as soon as possible so we can reallocate the place to a person on the waiting list. Our events are often over-subscribed and your place can often be filled by another delegate.

**1.2** Please inform the event organiser if you wish to send a replacement delegate, including their requirements ( e.g. diet, access etc) so we can ensure that we offer them the best possible service at the event.

**1.3** TLT will accept cancellations and substitutions made up to 72 hours of an event. Cancellations not made in advance of the event are subject to a cancellation fee:

- #TLT15 or TLT Event Cancellation Fee - £25