

GREENSPACE CONFERENCES AND EVENTS CANCELLATION PROCEDURES

Cancellations

All cancellations must be made in writing and are subject to the charges detailed below. GreenSpace Forum LTD will accept substitutions at any time, but must be made aware of any change before the conference date.

Cancellation Dates / Charges

One month before date of event / Free of charge

Up to one week before date of event / 25% of conference fee

One week or less from date of event / 100% of conference fee

Cancellation Address

GreenSpace Forum LTD

Caversham Court

Church Road

Reading

RG4 7AD

F: 0118 946 9061

E: conference@green-space.org.uk