



ITI Online Events Terms and Conditions

1. Intellectual Property

Unless otherwise indicated, Institute of Translation and Interpreting (ITI) owns copyright for the content presented in the online event. Some of the copyright for the content on this website may be owned by individual presenters and is included on our website under a licence or agreement. Online events and recordings are to be viewed by the registrant only; the content must under no circumstances be recorded or reproduced elsewhere.

A copy of the online event presentation will be available afterwards if it is mentioned by the presenter. Any presentations supplied are for personal/non-commercial use only. The content must not be modified or republished in any way without the prior consent of the presenter. If you seek to reproduce or otherwise use the content in any way it is your responsibility to obtain approval for such use where necessary.

Any breach of copyright, including recording the presentation or any unauthorised use of the material may lead to legal action.

2. Learning Outcomes

ITI is not liable for the detailed content of any online event, quality of presentation or if learning outcomes did not entirely meet expectations.

3. Links from the online event

Online events may contain links to other websites over which ITI has no control. ITI makes no representations about the accuracy of information contained on those websites. We are not liable for the content on those websites.

4. Registrations

By registering to attend an online event, consent is given for application details to be provided to our online provider to set up the online event.

5. Cancellation by us

If, for any reason, the online event must be cancelled by ITI a notification email will be sent as soon as possible and a new date will be announced. If this is not possible, a refund will be offered to those who have paid.

If, for any reason, you don't meet the course-required criteria and your application is rejected, you will be refunded.

We do not offer refunds for online events that have been offered at zero cost (free) to the attendee.

6. Cancellation by you

Cancellations will only be accepted in exceptional circumstances.



If we receive notification of cancellation up to 4 working weeks before the Event, we will refund the fee, less an admin charge of £5.00.

If we receive notification of cancellation with less than 4 working weeks' notice, refunds are conditional minus a £50.00 administration fee.

Any cancellation less than or equal to 10 working days prior to the event will not be refunded.

7. Recordings

Every online ITI event's audio and video, including any documents or other materials exchanged or viewed during the session, are recorded. By joining a session, you automatically consent to such recordings.

Web-event participation may require you to configure your software settings on your web-device upon first use or require you to download the software for your operating system. Software can be manually downloaded by visiting the online providers website. Please note that you may require administrator privileges on your computer to be able to manually install software.

Networking sessions are unable to be recorded so these will be unavailable when you listen/watch back.

8. Online event materials

The online event presenter may provide reference materials for your use during or after the online event. These may include (but are not limited to) the following:

- a workbook
- a copy of the slides
- sample documents, templates or other material for use during the online event.

All online event related materials remain copyright of ITI, in accordance to point 1 of these Terms and Conditions. They must not be distributed to any third party at any time or in any form without written permission from ITI.