

Auckland Workshop 2020 Terms and Conditions – Agents

1. Full payment must reach IALC within 5 working days of the date of invoice.
2. IALC offers each agency one room inclusive of breakfast from **26th March – 29th March 2020 (3 nights)**. You can share this room with a companion or additional delegate. Delegates are responsible for any additional hotel nights and incidental costs incurred during their stay, payable directly to the hotel on check out.
3. Delegates will not be added to the Marcom appointment schedule until full payment has been received.
4. The minimum age for participation is 16 years. 16-year-olds pay the full delegate rate.
5. Your invoice is your receipt. If you require a special receipt or stamp, please contact us.
6. All changes must be notified to us in writing – workshop@ialc.org
7. All cancellations must be notified in writing - workshop@ialc.org.
 - Cancellations received on or before **31st January 2020** will be fully refunded.
 - Cancellations received after **31st January 2020** will not be refunded.
8. By completing the application form you agree for your agency to be assessed for workshop registration status.

Visa Policy

Electronic visas will only be issued after receipt of the workshop registration fee. If a delegate requires a paper copy of a visa to be sent, then this will only be issued after receipt of the workshop registration fee and courier/postage costs.

If a delegate is unable to attend due to an unsuccessful visa application, their Workshop registration fee will be refunded in full. However, the cost of the courier/postage is non-refundable. If a delegate notifies us before 24th February, their Workshop registration fee will be refunded within 10 working days. However, if we receive the notification after 24th February, we will not be able to process the refund until 13th April at the earliest.

Workshop Protocol

1. Agency working delegates must attend all morning and afternoon sessions of the IALC workshop on Friday and Saturday and make at least **22 appointments** with IALC schools over two days.
2. Hosted agencies may not sell non-IALC language schools to other agents or trade with non-IALC language schools during this two-day workshop or you may be charged for the full cost of your participation.