IDCC26 Workshop Terms & Conditions

These Terms and Conditions apply to all workshops affiliated with the IDCC26 conference. By agreeing to run a workshop as part of IDCC26, organisers accept and agree to comply with the following terms:

**1. Workshop Acceptance and Confirmation**

* Once a workshop proposal is accepted, organisers will receive a **Workshop Detail Confirmation Form**.
* This form must be completed and submitted by **2nd November 2025**.
* Submission of the form constitutes a binding agreement and commitment to the selected **funding model** and workshop delivery.

**2. Funding and Financial Obligations**

* By submitting the Workshop Detail Confirmation Form, organisers agree to cover **fixed costs (accommodating up to 20 delegates)**.
* If fewer than 20 delegates register, organisers are still liable for the full fixed fee.
* If organisers have agreed on different upper space limit, additional costs for each additional attendee will be added to the final invoice.
* **Invoices** will be issued **30 days after the event**, based on the number of registrations recorded at the **registration closing date** (2 February 2026).

**3. Cancellation Policy**

* If organisers cancel their workshop **on or before 15th January 2026**, they will still be liable for the fixed fee.
* If cancellation occurs **after 15th January 2026**, organisers are liable for:
	+ The **fixed costs**
	+ **Any additional delegate fees** incurred at the time of cancellation

**4. Promotion and Attendance**

* IDCC26 will promote all workshops via official conference channels.
* However, **IDCC26 does not guarantee a minimum number of attendees**.
* Workshops will be **open to non-conference attendees**, and organisers are **strongly encouraged to promote their workshop independently** to maximise attendance.

**5. Workshop Delivery**

* All workshops must be delivered **in person** on the agreed date and location.
* Organisers are responsible for:
	+ Preparing and delivering all workshop content
	+ Bringing any materials required
	+ Ensuring appropriate staffing (including facilitators or assistants, if necessary)

**6. Registration Management**

* Delegate registration will be managed through Eventbrite by DCC team.
* Registration data relevant to the workshop will be shared with organisers in compliance with applicable data protection regulations.

**7. Health & Safety**

* Organisers are responsible for ensuring that their workshop complies with relevant **health and safety regulations**.

**8. Code of Conduct**

* All workshop organisers and attendees must comply with the **IDCC26 Code of Conduct**, which outlines expectations around professional behaviour and respectful engagement. A copy can be found on DCC website.

**9. Amendments**

* The IDCC26 organisers reserve the right to revise these Terms & Conditions as necessary. Any changes will be communicated to all workshop organisers in a timely manner.

**10. Contact and Queries**

For any questions regarding these Terms or your workshop, please contact:
📧 idcc@dcc.ac.uk