

IDCC27 Workshop Terms & Conditions

These Terms and Conditions apply to all workshops affiliated with the IDCC27 conference. By agreeing to run a workshop as part of IDCC27, 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 Form**.
- This form must be completed and submitted by **18 October 2026**.
- 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**.

3. Cancellation Policy

- If organisers cancel their workshop **after the submission of the Workshops Confirmation form on 18 October 2026**, full payment will still be required.

4. Promotion and Attendance

- IDCC27 will promote all workshops via official conference channels.
- However, DCC **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 **IDCC27 Code of Conduct**, which outlines expectations around professional behaviour and respectful engagement. A copy can be found on DCC website.

9. Amendments

- The IDCC27 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