



**Events Registration – General Terms & Conditions:**

Criteria Required to apply for CPD Events	IASLT events (self-funded)	Events supported by funding from the National HSCP Office
Applications will be considered on a <b>first-come, first-served basis</b>	✓	✓
Applicant's current practice area must match the aims of the training.	Preferable	Required
Attendance at the training event must impact your current practice.	Preferable	Required
Priority will be given to those working in the publicly-funded health service.	N/A	✓
Members and non-members of IASLT can register for attendance.	✓	✓
A reduced fee will be available to IASLT members as a membership benefit, and to affiliated SIG members, where appropriate.	✓	N/A
It is the applicant's responsibility to check the IASLT website and social media and to opt in to receive IASLT emails to access notifications of upcoming CPD events. Please contact <a href="mailto:adminofficer@iaslt.ie">adminofficer@iaslt.ie</a> for more information on subscribing for notifications.	✓	✓
Certificates of attendance will be sent via email once the participant completes a feedback form following each event. Registrants must attend 100% of the training course.	✓	✓
All assignments and tasks must be completed.	✓	✓
Registering your interest does not always guarantee that you will receive a place on the training course. In certain HSCP-funded courses where space is limited, you will be invited to register your interest, confirm details that you meet criteria, and will be sent a payment link if successful.	N/A	✓
In the event of cancellation for IASLT events, applicants must give <b>7 days</b> advance notice by emailing <a href="mailto:kathleencpdadmin@iaslt.ie">kathleencpdadmin@iaslt.ie</a> . Otherwise, the fee is non-refundable. Notification of cancellation must be sent to <a href="mailto:kathleencpdadmin@iaslt.ie">kathleencpdadmin@iaslt.ie</a> , and not to any other email address/ supplier.	✓	N/A
In the event of cancellation of events supported by funding from the National HSCP Office, applicants must give minimum <b>10 days</b> notice (unless specific criteria apply to	N/A	✓

certain events, or in exceptional circumstances), by emailing kathleencpdadmin@iaslt.ie. Registration fee is non-refundable if less than <b>10 days</b> notice is provided, if the place cannot be filled at short notice.		
Refund requests received post events will not be considered.	✓	✓
An administration fee will apply for all refunds processed	✓	✓
Failure to attend the training course without advance notice and/ or failure to complete assignments or tasks related to HSE-funded events will result in <b><u>exclusion from HSE funded CPD events for a period of 12 months and the applicant will be required to reimburse the FULL cost of the course.</u></b>	N/A	✓
It is the applicant's responsibility to make sure that the training course fulfills a CPD need identified as part of their own CPD planning.	✓	✓
It is the applicant's responsibility to get approval from their line manager and make necessary arrangements to attend the course.	✓	✓
Registration will close when all available spaces have been allocated, or 48 hours in advance of the event.	✓	✓
IASLT reserve the right to withdraw a place from a registrant if they do not meet the required criteria.	✓	✓
It is the responsibility of the applicant to ensure that they have provided the correct contact details at the time of registration, as the contact details provided at this time are used to notify the applicant of event status/ updates.	✓	✓
Information that you provide at the time of registration is used solely for the purposes of administering your participation in this event, and for event planning. This may include information about the event's content, logistics, payment, updates and additional information related to the event. This may mean that your information may be shared with a third party.	✓	✓
For online training events, it is your responsibility to organise a private and quiet space to engage in a professional manner. Online training should be attended with the same level of professionalism and commitment as a face-to-face training event. When registering for an event, you are entering into an agreement between IASLT/ facilitator and information shared with you should not be shared with others.	✓	✓
Some events may be recorded. Participants will be notified if this is the case.	✓	✓
Once your place on a course is confirmed, this is non-transferable.	✓	✓