



IAPA Global Conference 2026 – Rome, Italy

Event booking Terms and Conditions

i. Payment of conference registration fees.

Conference registration fees are to be paid in Pounds Sterling. Kindly be aware that payment must be received before the conference and within our payment terms, otherwise attendance will be rejected. If payment is made by bank transfer, the member is responsible for this being completed two weeks prior to the event (8th October 2026.) The member must pay all bank fees, and we must receive the full amount as stated on the invoice.

Please ensure that your full name and/or invoice number appear on any transfer made so our accounts team can allocate this correctly. If you wish to provide remittance of the payment, please do so to IAPAFinance@iapa.net.

Credit card payments: To be made via the link on the invoice and to include your name and/or the invoice number as the reference.

Your credit card company will convert this cost to the currency of your credit card.

Important notes

If your company has not yet paid their annual IAPA membership fee, your attendance at the conference/event will not be confirmed.

All Conference Guests must be accompanied by a Full Fee-Paying Delegate.

The delegate package is a full package and cannot be subdivided. The guest package is for those not attending the conference and is a full package and cannot be subdivided.

IAPA conferences are professional, business, and networking-focused events. Therefore, all guests attending the conference must be over the age of 18.

ii. Confirmation

By completing your Registration on the Conference Registration Portal, you are accepting our cancellation terms and conditions.

iii. Conference Sell-outs

Where an IAPA Conference has sold out prior to the event/conference, prospective attendees will be informed, and a waiting list will operate. The waiting list operates on a 'first come-first served' basis and prospective attendees will be contacted if a cancellation of a previously booked ticket occurs.

IAPA will not be held liable for any accommodation, room incidentals or travel charges incurred by

any individual/member firm who travels to the conference.

iv. Cancellation / Refund of payments

Once you have confirmed your attendance through the Conference Registration Portal, a confirmation email will be sent to confirm your place.

Bookings cancelled and no-shows are subject to cancellation charges amounting to 100% of the delegate fees charged (£1950), applicable guest fees (£950) and hotel accommodation booked for the conference period (21st – 25th October 2026).

If you have made an accommodation booking at the **InterContinental Rome Ambasciatori Palace** outside the dates of the conference (21st – 25th October 2026), you are responsible for paying for, and any cancellation charges directly with the hotel. IAPA takes no liability for any bookings outside the conference dates and for any financial penalties you may incur.

v. Cancellation Time frames

Once your Registration has been submitted, this is taken as your 'commitment to attend'. Bookings cancelled after submission and no-shows are subject to cancellation charges amounting to 100% of the delegate fees charged (£1950), any applicable guest fees (£950), and hotel accommodation booked for the conference period (21st – 25th October 2026).

vi. Substitutions

Your base registration for the IAPA Global Conference 2026 is transferable to another person employed at your member firm.

To facilitate the substitution process, please submit updated information requesting the transfer, stating in detail the reason for the substitution and the person attending in your place to admin@iapa.net.

vii. Disclaimer

IAPA may at any time, with or without giving notice, in their absolute discretion and without giving any reason, cancel or postpone the conference, change its venue or any of the other published particulars, or withdraw any invitation to attend. In any case, neither IAPA nor any of their employees/representatives shall be liable for any loss, liability, damage or expense suffered or incurred by any person, nor will they return any money paid to them in connection with the conference unless they are satisfied not only that the money in question remains under their control but also that the person who paid it has been unfairly prejudiced (as to which, decision shall be in their sole and unfettered discretion and, when announced, final and conclusive).

Other

viii. Badges and Event Admittance

Badges/Lanyards should be worn at all times to all official IAPA Global Conference sessions and functions.

ix. Promotional Products/Literature

Please note that during the IAPA Global Conference no individual(s) or organisations may display or distribute publicity materials without IAPA express permission. Individuals or organisations wishing to discuss promotional opportunities and/or event sponsorship please contact J.Clapson@iapa.net.

x. Event Accommodation

IAPA has secured and pre-paid accommodation for delegates at the [InterContinental Rome Ambasciatori Palace](#) between 21st – 25th October 2026. The accommodation is heavily discounted and is inclusive of all local taxes and service charge fees. Rates are based on the [King Classic Room](#) (single/double) and includes breakfast for up to 2 people per room at the VICI Bistrot & Ristorante.

Once our contracted room block has been filled, it is at the discretion of the hotel and their availability to be able to offer additional room options at the discounted rate.

xi. Additional Room Nights

If you would like to request additional room nights at the **InterContinental Rome Ambasciatori Palace** (18th - 21st and 25th - 28th October), please contact the hotel directly by emailing events@ic-rome.com and quoting "**IAPA Global Conference 2026**" as your reference. Please include the dates required, along with your full name and contact details.

Additional nights are available at the same discounted rate of €490 per night but are **subject to availability**. Any request for additional room nights will be subject to confirmation directly from the hotel and will be considered pending until you have received confirmation.

Confirmation and Payment will be made directly with the hotel and subject to their full terms & conditions. We recommend members wait until they have received a booking confirmation from the hotel for the extra nights requested before finalising travel arrangements, flights, and transfers.

A debit/credit card will be required at check-in to cover any incidental charges incurred during your stay.

Please note that twin-bedded rooms are available on request and subject to availability.

Please note that the final date to register for the conference and room bookings is Friday 18th September 2026. For any Additional Room Nights booked directly with the resort, IAPA cannot accept any responsibility for hotel accommodation disputes between a delegate/guest and the InterContinental Rome Ambasciatori Palace. IAPA takes no liability for any bookings outside the conference dates and for any financial penalties you may incur.

xii. Travel Arrangements and Visas

Attendees/members are responsible for making their own travel arrangements. Prior to travel, attendees/members are required to check their visa requirements with their local consulate or embassy, or as outlined below, and are responsible for having the correct visa paperwork in place. IAPA cannot be held liable for disputes arising from Visa applications/documentation.

ETIAS Visa Requirements: Due to be launched in Q4 of 2026, the European Travel Information and Authorization System (ETIAS) is a new security measure by the European Union (EU). Travellers from visa-exempt nations will require ETIAS approval to enter Italy or other Schengen states for

short stays. The ETIAS form will be available to complete online and must be completed ahead of travelling to participating European Countries.

For full information on the current status of **ETIAS**, how to apply, and participating countries, please visit the [ETIAS](#) website.

FULL VISA: Even with the ETIAS, some countries will require a full visa to enter Italy. Visit: [European Commission Migration Home Affairs](#) site for full information. The IAPA Centre can assist with visa invitation letters prior to the completion of your Registration on the Conference Registration Portal. It is recommended that visa applications are made to your consulate **at least 15 days before your intended journey** and no earlier than **6 months beforehand**. IAPA cannot be held liable for disputes arising from Visa applications.

TRAVEL INSURANCE:

Please ensure you have full personal travel insurance in place before you travel. If you fail to travel with adequate insurance cover, IAPA will not be liable for any losses which you may incur.

xiii. Waivers

IAPA will take photographs and videos at this event for use in future IAPA news and promotional materials in print, electronic, and other media, including the IAPA website. Event participants grant IAPA the right to use any image, photograph, voice, or likeness, without limitation, in its promotional materials and publicity efforts without compensation. The media becomes the property of IAPA. Media may be displayed, distributed, or used by IAPA for any purpose.