



## ***Assemble with Material Matters* Admissions Policy**

Last updated 24 September 2025

This policy sets out the terms and conditions of admission for all attendees of *Assemble with Material Matters* ("the Conference"). By registering for and attending the Conference, you agree to comply with the following:

### **1. Eligibility and Registration**

- Admission is open to industry professionals, students, and members of the general public interested in the topics under discussion.
- All attendees must register in advance by 5 November 2025 through our official registration system.
- A valid photo ID is essential and will be required to collect your badge and gain entry to the venue. Attendees without valid photo ID will be denied entry.
- Attendees must be aged 18 or over. No under-18s will be admitted.

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### **2. Tickets and Payment**

- Ticket categories include Early Bird and Standard.
- All ticket sales are final unless otherwise stated.
- Refunds will be granted only if requested in writing by 1 November 2025, subject to a 10% administration fee.
- Tickets may be transferred to another individual upon written request before 1 November 2025.
- Reselling tickets for profit is strictly prohibited.

- Group booking discounts are available for 10 or more attendees; please contact [hello@materialmatters.design](mailto:hello@materialmatters.design) for details.
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### **3. Entry and Access**

- Conference badges must be worn at all times and are required for entry into sessions and networking areas.
  - Lost or stolen badges will be replaced at the discretion of organisers and may incur a replacement fee.
  - Security checks will be conducted at entry points; attendees must comply with all venue security and safety procedures.
  - The organisers reserve the right to refuse entry or remove any attendee in breach of this policy.
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### **4. Code of Conduct**

- All participants are expected to behave professionally and respectfully towards others.
  - Harassment, discrimination, or disruptive behaviour will not be tolerated.
  - Violations of the Code of Conduct may result in removal from the Conference without refund.
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### **5. Health, Safety and Security**

- Attendees must comply with all venue health and safety regulations, including fire and emergency procedures.
- Dangerous items, illegal substances, and outside alcohol are prohibited.
- The organisers accept no liability for personal injury, loss, or damage to property sustained during the Conference, except where required by law.

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## 6. Photography, Filming and Media

- The Conference will be photographed and recorded for promotional purposes. By attending, you consent to the use of your image and likeness.
- Attendees may take personal photos unless otherwise restricted, but professional photography, filming, or live streaming requires prior approval.
- Media representatives must apply for press accreditation in advance.

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## 7. Data Protection and Privacy

- Personal data provided during registration will be used to manage your participation in the Conference.
- With your consent, your details may be shared with sponsors and partners for networking and marketing purposes.
- We comply with the UK Data Protection Act and GDPR. Please see our Privacy Policy for details.

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## 8. Changes and Cancellations

- The organisers reserve the right to alter the programme, speakers, or venue if necessary.
- In the unlikely event of cancellation, registered attendees will be notified, and refunds issued in accordance with our refund policy.

*For questions regarding this Admission Policy, please contact **hello@materialmatters.design**.*