



### **Terms and Conditions: Entries**

The entrant's submission should refer to projects and work undertaken by the entrant from February 2023 – January 2024. Entries received after the closing deadline of midnight on Friday 23 February 2024 will not be considered without prior agreement of LNUK. The organisers reserve the right to extend the closing deadline.

You will be informed by email in early April 2024 if you have been shortlisted, the shortlist will be published on the Tolley's Taxation Awards website. The announcement of the winner will be made at the Tolley's Taxation Awards, taking place on Thursday 16 May 2024. The Tolley's Taxation Awards is a paid for event and all attendees including shortlisted entrants will need to purchase tickets.

The shortlist and winners of all the award categories, with the exception of the Tolley's Award for Outstanding Contribution to Taxation in 2023-24 by an Individual and Tolley's Award for Outstanding Contribution to Taxation in 2022-23 by a Not-for-profit Organisation will be selected based on the material provided and by the judging panel. The judges' decision is final. No correspondence will be entered into. The winners of the Tolley's Award for Outstanding Contribution to Taxation in 2023-24 by an Individual and Tolley's Award for Outstanding Contribution to Taxation in 2022-23 by a Not-for-profit Organisation will be determined by an online vote open to the family law community. Only one vote per person will be counted, duplicate votes will be deleted and could lead to the original vote being discounted. We use electronic verification tests to help us detect possible duplicate votes.

All shortlisted organisations will be asked to submit a photograph and/or a logo to be used at the event. Submission of such photograph and/or logo shall be deemed as a licence granted by you to us to use them.

For each award category, you may explain in no more than 3000 words why you/your organisation should win the selected award. Please read the award criteria carefully before submitting your entry.

You have the option to upload a maximum of 2 supporting documents that contain client testimonials or reference to any reported cases that you feel will support the application. These do not contribute to the overall word count. Any confidential information included to support your entry must be clearly marked as such.

It is the entrant's responsibility to ensure they have (written) permission and appropriate licences from any owner of the supporting material they submit. This includes:

- Literary works such as articles, stories, journals, or computer programs
- Pictures and graphics
- Blueprints of architecture
- Plays and screenplays
- Audio visual recordings such as movies
- Sound recordings
- PowerPoint presentations



## **Terms and Conditions: Table Bookings**

### **Confirmation**

All bookings will be confirmed to the person making the booking ('the Booker') within four working days ('Registration Confirmation'). If you do not receive your registration confirmation within this time, please contact [awards@lexisnexis.co.uk](mailto:awards@lexisnexis.co.uk). The details contained in the registration confirmation constitute a binding agreement.

### **Payment**

Bookings may be paid by credit card at the time of booking, or by invoice. Payments must be received by LexisNexis within 28 days of the invoice date or by close of business five working days before the event, whichever is earlier.

Tickets for the event will not be issued until payment has been received in cleared funds.

### **Special Requirements – Dietary and Access**

A form will automatically be sent to you so that you are able to request special dietary requirements and/or note any access requirements for you and your guests. Simply complete and return as instructed on the form. This form must be received 3 weeks prior to the event, otherwise charges will apply, and it may not be possible to take care of the specific requirements of any guest. Kosher meals are available at an additional charge per guest. This charge will be invoiced to your table host before the event. 10 working days prior notice is required for Kosher meals to be ordered, please email [awards@lexisnexis.co.uk](mailto:awards@lexisnexis.co.uk) for further information on this.

### **Lighting and Special Effects**

It is the Booker's responsibility to inform any guests that special effects, including strobe lighting may be used on the night.

### **Photography and Filming**

Official event photographers may be taking photographs and filming videos at the event. Anyone attending the event consents to such photography and filming without compensation and confirms that the organisers shall be entitled to use such photographs and videos, which may include photographs and videos of visitors, for the purpose of marketing conferences in the future, for exploitation in any and all media, without liability.

No other photography or filming will be permitted at LexisNexis organised events without the prior written approval of the organisers.

### **Alterations**

It may be necessary for reasons beyond our control to alter the venue or the date of the event. We will give you as much notice as we can and your booking will be transferred to the new venue or date.



### **Attendees**

It is the Booker's responsibility that no person under the age of 18 attend the function or enter the function room at any stage during the event.

You hereby accept liability for your/your guests acts or omissions at the event venue and undertake to indemnify us and keep us indemnified against all liability in respect thereof and against all actions, suits, proceedings, claims, demands, costs and expenses whatsoever, which may be taken or made against us or incurred or become payable by them arising there from or in respect thereof including any legal costs and expenses and any compensation costs and disbursements paid by us on the advice of Counsel to compromise or settle any such claims.

Anyone attending the event must not be involved in any activity which may disrupt conference. Such activity may include participating in demonstrations, objectionable behaviour or wearing offensive apparel. The organisers reserve the right to exclude or remove anyone from the event and venue who does not comply with this policy or who they reasonably consider is likely not to comply with the above or who is prohibited from attending under any applicable sanctions, laws or regulations.

### **Cancellations**

Cancellations must be made in writing to Tracey Rushton-Thorpe. If you cancel on or before 5pm on 21 April 2024 we will refund you your booking fee less an administrative charge of 25%. If you cancel after 5pm on 21 April 2024 no refund will be given.

If we cancel the function, we will refund all booking fees paid. We do not however, accept liability for travelling, accommodation or any other expenses incurred as a result of cancellation or postponement of the event.

Our liability for loss or damage incurred as the result of cancellation or postponement of the event is limited to the amount of your booking fee.

These terms and conditions are governed by English Law and the courts of England and Wales will have exclusive jurisdiction over any dispute.

Tracey Rushton-Thorpe  
Lexis Nexis  
Email: [Tracey.rushtonthorpe@lexisnexis.co.uk](mailto:Tracey.rushtonthorpe@lexisnexis.co.uk)

Please note:

The promoter is Tolley, a publishing imprint of LexisNexis, a trading name of RELX (UK) Limited. The organiser is LexisNexis.

## Data Protection

At LexisNexis Legal and Professional we take your privacy very seriously. As detailed in our [Privacy Policy \(https://www.lexisnexis.com/global/privacy/en/privacy-policy-uk.page\)](https://www.lexisnexis.com/global/privacy/en/privacy-policy-uk.page) we will use your personal information to administer your account and provide the products and services that you have requested from us.

We may contact you with details of other LexisNexis products, services and events we believe you may be interested in as a result of your relationship with us. You can amend your communication preferences via our [Privacy Centre \(https://www.lexisnexis.com/global/privacy/en/privacy-center-us.page\)](https://www.lexisnexis.com/global/privacy/en/privacy-center-us.page)

When processing personal data we will comply with all Data Protection Laws:

- (i) Data Protection. “Data Protection Laws” means all data protection laws and regulation, including Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (“GDPR”) from 25 May 2018, and any implementing, derivative or related legislation, rule or regulation of the European Union (Union), a Union member state (“Member State”), or the United Kingdom (“UK”), applicable to the processing of personal data under the Agreement. The lowercase terms “controller”, “data subject”, “personal data”, “personal data breach”, “processing”, and “processor” will have the meanings ascribed to them in the Data Protection Laws, and where the relevant Data Protection Laws use the term ‘personal information’, ‘data controller’ or ‘data processor’, they shall be read as personal data, controller and processor, respectively.
- (ii) To the extent that we act as a processor of personal data on your behalf, we will process such personal data in accordance with the Data Protection Laws and the [Data Processing Addendum \(http://www.lexisnexis.co.uk/en-uk/processor-terms.page\)](http://www.lexisnexis.co.uk/en-uk/processor-terms.page)

If you do not wish us to use your information for marketing purposes, please write to the Marketing Department at Lexis House, 30 Farringdon Street, London, EC4A 4HH to inform us.