



→ 2026

Wednesday 10 June 2026
ICC Belfast

NICVA Summit Cancellation Policy

We understand that sometimes you may need to cancel the place you booked on a NICVA event. We also understand that sometimes there are exceptional circumstances. If you are unable to attend through a personal emergency, please contact NICVA as soon as possible by email to info@nicva.org

1.1 Overview

NICVA events and courses are popular and often we have reserve lists for them so, a timely cancellation enables us to reallocate the place to someone else. Importantly too, hosting events including those that are free to participants, incurs a cost to either NICVA or to one of NICVA's funders. For each event, we calculate the maximum number of participants, and we consider numbers attending when we are planning the room set up, preparing materials and ordering the catering.

If you are unable to attend the event you have booked, we are happy to transfer your place to someone else within your organisation if you contact us a **minimum of 3 working days before** the event. However, if you are unable to attend the event and have not arranged to transfer your place to another person within your organisation you must inform NICVA a **minimum of 14 days before** the event to avoid being charged for non-attendance. A fee for non-attendance will also be charged if a named substitute does not attend the event.

1.2 Charges for cancellation / non-attendance:

- Cancellation of ticket **14 days prior** to the day of the event – full refund / no charge
- Cancellation of ticket **less than 14 days prior** to the day of the event – a charge of **£40.00 per person** will be payable
- Non-attendance on the day – No refund

1.3 Changes / Postponement / Cancellation of NICVA events

From time-to-time NICVA may have to change the event content, timing, speaker/facilitator/tutor, date and/or the venue. If this happens all those registered will be informed as soon as possible.

It is unlikely that NICVA will cancel an event but should the need to cancel an event arise, those registered for the event will not be charged.

1.4 Refund Processing

Refunds will be applicable subject to clause 1.2 above.

Where a refund is due, this will be processed within 28 days of the scheduled event using the payment method chosen when booking the ticket.

For further information on our NICVA Summit Cancellation Policy, please contact info@nicva.org



Keep updated with the programme and speakers at nicvasummit.org

