



MIT Annual Tax Conference 2023 Booking and Cancellation Policy

For the purposes hereof, the 'Event' refers to all 3 days comprising the MIT Annual Tax Conference 2023 (i.e. Day 1: 28 September 2023; Day 2: 20 October 2023; Day 3: 14 November 2023).

1. Booking

- 1.1 The booking confirmation received entitles the Participant to attend the Event, subject to payment of the participation fee. It is not possible to book to attend the Event in part.
- 1.2 Payment of the participation fee is to be made upon booking, by no later than 3 working days from the date of booking.
- 1.3 Group Bookings are to be made by completing the Group Booking Form and submitting it by email on mit@maintax.org. Once processed, an invoice will be raised.
- 1.4 The MIT offers a discount for bookings of 2 persons or more made by a single employer. Such discount will not apply in conjunction with any other discount or special offer (e.g. the Early Bird discount).

2. Cancellation or No-Show

- 2.1 Cancellation of a booking is to be made by email on mit@maintax.org.
- 2.2 In the event of cancellation, the following applies:
 - If a cancellation is received by not later than 17:00 on 24 September 2023, the participation fee paid will be refunded, subject to a cancellation charge of €50.
 - If a cancellation is received after the date and time as above-mentioned, or in the event of a no-show for the Event or any one or more sessions thereof, the participation fee paid is not refundable.
 - Where a booking is received without payment, and the participant does not attend the Event, the Malta Institute of Taxation reserves the right to charge a no-show penalty of €50.



- 2.3 Where a participant is unable to attend the Event due to extraordinary circumstances (e.g. illness), subject to the presentation of the relevant information to attest thereto, to the satisfaction of the Institute, the participant will be refunded in full, with no cancellation charge.
- 2.4 Under no circumstances shall partial refunds be granted.

3. Substitution

- 3.1 A participant who is unable to attend the Event can opt to nominate another person to attend in their stead. A request for substitution of participant is to be sent by email on mit@maintax.org by not later than 24 hours before the start of the Event. Where the participation fee that would be due by the substitute is higher than that applicable to the original participant, the substitution is subject to payment of the difference.
- 3.2 A participant who attends Day 1 of the Event cannot nominate a substitute for any of the remaining days comprised in the Event.

The Malta Institute of Taxation reserves the right to postpone or cancel the Event. In the unlikely event of cancellation, participation fees paid will be refunded. In the unlikely event of postponement, should a participant not be able to attend on the rescheduled dates, the participation fee will be retained as credit to be used against future events of the Malta Institute of Taxation.