

**Website: [www.4vco-events](http://www.4vco-events)**

**Copyright Notice**

All copyright, trade marks and all other intellectual property rights in the Website and its content (including without limitation the Website design, text, graphics and all software and source codes connected with the Website) are owned by or licensed to 4vco or otherwise used by 4vco as permitted by law.

In accessing the Website you agree that you will access the content solely for your personal, non-commercial use. None of the content may be downloaded, copied, reproduced, transmitted, stored, sold or distributed without the prior written consent of the copyright holder. This excludes the downloading, copying and/or printing of pages of the Website for personal, non-commercial home use only.

## **Terms and Conditions**

### **TERMS AND CONDITIONS OF USE OF 4vco-events.com**

#### **1. ACCEPTANCE OF TERMS**

Your access to and use of 4vco-events.com ("the Website") is subject exclusively to these Terms and Conditions. You will not use the Website for any purpose that is unlawful or prohibited by these Terms and Conditions. By using the Website you are fully accepting the terms, conditions and disclaimers contained in this notice. If you do not accept these Terms and Conditions you must immediately stop using the Website.

#### **2. ADVICE**

The contents of the Website do not constitute advice and should not be relied upon in making or refraining from making, any decision.

#### **3. CHANGES TO WEBSITE**

4vco reserves the right to:

**3.1** change or remove (temporarily or permanently) the Website or any part of it without notice and you confirm that 4vco shall not be liable to you for any such change or removal; and

**3.2** change these Terms and Conditions at any time, and your continued use of the Website following any changes shall be deemed to be your acceptance of such change.

#### **4. LINKS TO THIRD PARTY WEBSITES**

The Website may include links to third party websites that are controlled and maintained by others. Any link to other websites is not an endorsement of such websites and you acknowledge and agree that we are not responsible for the content or availability of any such sites.

#### **5. COPYRIGHT**

**5.1** All copyright, trade marks and all other intellectual property rights in the Website and its content (including without limitation the Website design, text, graphics and all software and source codes connected with the Website) are owned by or licensed to 4vco or otherwise used by 4vco as permitted by law.

**5.2** In accessing the Website you agree that you will access the content solely for your personal, non-commercial use. None of the content may be downloaded, copied, reproduced, transmitted, stored, sold or distributed without the prior written consent of the copyright holder. This excludes the downloading, copying and/or printing of pages of the Website for personal, non-commercial use only.

#### **6. DISCLAIMERS AND LIMITATION OF LIABILITY**

**6.1** The Website is provided on an "AS IS" and "AS AVAILABLE" basis without any representation or endorsement made and without warranty of any kind whether express or implied, including but not limited to the implied warranties of satisfactory quality, fitness for a particular purpose, non-infringement, compatibility, security and accuracy.

**6.2** To the extent permitted by law, 4vco will not be liable for any indirect or consequential loss or damage whatever (including without limitation loss of business, opportunity, data, profits) arising out of or in connection with the use of the Website.

**6.3** 4vco makes no warranty that the functionality of the Website will be uninterrupted or error free, that defects will be corrected or that the Website or the server that makes it available are free of viruses or anything else which may be harmful or destructive.

**6.4** Nothing in these Terms and Conditions shall be construed so as to exclude or limit the liability of 4vco for death or personal injury as a result of the negligence of 4vco or that of its employees or agents.

## **7. INDEMNITY**

You agree to indemnify and hold 4vco.com and its employees and agents harmless from and against all liabilities, legal fees, damages, losses, costs and other expenses in relation to any claims or actions brought against 4vco arising out of any breach by you of these Terms and Conditions or other liabilities arising out of your use of this Website.

## **8. SEVERANCE**

If any of these Terms and Conditions should be determined to be invalid, illegal or unenforceable for any reason by any court of competent jurisdiction then such Term or Condition shall be severed and the remaining Terms and Conditions shall survive and remain in full force and effect and continue to be binding and enforceable.

## **9. GOVERNING LAW**

These Terms and Conditions shall be governed by and construed in accordance with the law of England and you hereby submit to the exclusive jurisdiction of the English courts.

## **Privacy Statement**

4vco is committed to protecting your privacy and maintaining the security of any personal information received from you. We strictly adhere to the requirements of the data protection legislation in the UK.

The purpose of this statement is to explain to you what information we will be requesting and how we will use it.

The sections below describe the chronological sequence of events from initial registration through to post-event. Delegates will have an opportunity to discuss any aspect of this approach during the registration process.

### **1. Pre-registering for the event**

When you first register your interest for the event we ask for the following information for each delegate:

- Delegate name
- Organisation name
- Telephone number
- email address
- Number of delegate places requested

This information is maintained within our secure contact management system (Salesforce) and is necessary to ensure that we can keep you up to date with essential details of the event.

### **2. Full registration process**

You will be contacted by telephone to complete a formal registration process.

We will ask you to confirm and/or provide the following details:

#### Company level

- The type of business that your company undertakes:
  - GP
  - LP
  - Adviser
  - Other
- The size of your company:
  - number of front office executives
  - amount of assets under management
- Main geographic region of operation

### Personal level (for each delegate)

- Your current role
  - Front Office – Founder/Partner level or equivalent
  - Front office – other
  - Back office – COO/CFO/FD or equivalent
  - Back office – other
  - Information / Technology
  - Other – please specify
- Your expected preference between the two presentation streams:
  - Integrated solution providers OR
  - Other vendors

This distinction is not a firm commitment on your part but is designed to help us with practical arrangements for the event day.

This information will also be stored in our secure CRM system and used as described below.

### **3. One month prior to event**

Approximately one month prior to the event we will produce a number of pie-charts that describe the delegate population and send these to the sponsors. This information will be totally anonymous and is designed to provide sponsors with an understanding of the group dynamics of delegates and their companies. Pie charts will cover:

- Number and type of company (see categories above)
- Size of companies by band (see categories above)
- Geographic breakdown of companies (by region)
- Number of delegates by job family (see categories above)

### **4. One week prior to event**

One week prior to the event we will provide sponsors with a list of delegate companies.

Sponsors have requested this list for a number of reasons to help them prepare for the event. We have agreed to provide this list on the basis that delegates may opt-out if they wish. We will discuss this option with you during the registration process.

### **5. One day after the event**

On the day following the event we will provide sponsors with contact details of all registered delegates. This will consist of: organisation name, delegate name, delegate email address.

This is standard practice for such events and delegates should raise any concerns regarding this approach during the registration process.

For the avoidance of doubt, details will be provided for all **registered delegates**, whether or not they actually attend the event. If delegates cannot attend and wish to be removed from this list they must de-register prior to the event by informing the event organisers, 4vco.

### **6. Post-event**

4vco will request delegates to complete a standard feedback process to gauge the success of the event and identify potential improvements for subsequent events. All data received will be fully confidential and may be used for marketing purposes only on a totally anonymous basis.

We do not sell, rent or exchange your personal information for commercial reasons with any third party that is not a sponsor of the event.

We follow strict security procedures in the storage and disclosure of information which you have given us, to prevent unauthorised access in accordance with the UK data protection legislation.

We do not collect sensitive information about you except when you specifically and knowingly provide it. In order to maintain the accuracy of our database, you can check, update or remove your personal details by contacting the 4vco Limited Data Controller by email or at the address on the Contact Us page.

We will not transfer your information outside the EEA (European Economic Area) without first obtaining your consent.

If you have any questions about privacy please contact us by email or at the address on the Contact Us page.

## **Accessibility Policy**

We want our web site to be as accessible as possible and strive to conform at a minimum to Level Double-A compliance as specified by the Web Accessibility Initiative.

We aim to comply with the Disability Discrimination Act of 1995 with respect to the provision of services online, as required by the Disability Rights Commission. This Act states unambiguously that private and public sector web sites must be accessible.

Please contact us if you wish to give us feedback so we can continue to improve the accessibility of this web site.

## **Use of Cookies**

This site uses text files known as 'cookies' for the purpose of recording visits to this site.

Cookies in themselves do not personally identify users although they can identify a user's computer.

Browsers can be set to refuse cookies but full advantage of all the functionality of this site may not be available if this is done.

## **Accessibility features**

- Links are written to make sense when read out of context.
- All images used in this site have appropriate text equivalents.
- Cascading style sheets have been used for layout and presentation.
- Each page is constructed so that it can be read without style sheets.
- This site uses relative font sizes to enable the user to specify "text size" in visual browsers.
- All forms follow a logical Tab sequence.
- Labels are associated with fields in HTML forms.

## **Company information**

- Company name: 4vco Limited
- Place of registration: England and Wales
- Registered number: 3379451
- Registered office address:  
Langdale House  
11 Marshalsea Road  
London, SE1 1EN