



**IAFL Annual General Meeting
Nairobi, 3 – 7 September 2025
Registration Terms and Conditions**

Emergency Contact Consent

Emergency contact information will not be shared with any third parties and will only be used for emergency situations. (Possible emergency contact is a family member or friend.) By providing this information you confirm that you have consent from your emergency contact to share their personal data with IAFL and Judy Lane ICS Ltd.

Personal Information Disclosure

Judy Lane International Conference Services Ltd

The personal data you are asked to provide on this registration form is being collected by Judy Lane International Conference Services Ltd (JLICS) PO Box 273, Benfleet, Essex, SS7 9FS, UK (iafl@judylaneics.com) on behalf of the International Academy of Family Lawyers (IAFL). JLICS will share your personal data with IAFL.

JLICS is collecting this data to:

- Process and manage your meeting registration and take payment
- Process and manage your hotel reservation (if requested)
- Send you information about the IAFL Annual General Meeting 2025 in Nairobi, Kenya.

You have the right to access, amend and/or delete the personal data held about you or, where applicable, withdraw your consent for the collection and processing of your personal data at any time by emailing iafl@judylaneics.com. Please include your full name, name of your organization, email address and country of residence as provided on this registration form and any action you wish to take. Note that a request to suspend the processing of or delete your personal data or withdrawal of your consent might result in JLICS being unable to process your meeting registration and hotel reservation or your meeting registration and hotel reservation being cancelled. In case of cancellation, you will still be financially liable for the

cancellation penalties as set out in the Hotel and Registration Cancellation Terms and Conditions on the registration form and detailed below.

IAFL

The IAFL uses your meeting/hotel booking data to answer queries, to manage and process your registration/hotel booking, to organize social functions and to keep you updated with meeting arrangements. The IAFL will not share this information with anyone outside of the organization, except where necessary to deliver our services.

For further information about how the IAFL protects your personal information, please review our Privacy Policy.

Guest Information Disclosure

By providing your guest's information you confirm that:

- You have received consent from your guest to share their personal data with IAFL and JLICS to be processed in connection with their attendance at the meeting.
- Your guest is/are aware of and in agreement with the IAFL terms and conditions of attendance.

Dietary Requirements

JLICS will share any dietary requirements provided for you and any registered guests, including full names, with any venue including but not limited to the meeting hotel and/or venue where food is provided by the meeting and where you have indicated your attendance. If you do not provide information about any special dietary requirement you or your guests may have, we regret that we will not be able to accommodate those requirements.

Registration Categories

Please ensure that you register in the correct registration category. If not, we will email you to pay any additional fees due. If payment is not received within one week of contact, your registration will be cancelled. Any person with unpaid fees from a previous meeting will not be permitted to register for another meeting.

Registration Cancellation

Registration cancellations received in writing to iafl@judylaneics.com will be accepted until **18 July 2025** and fees refunded, less a USD 100.00 administrative fee per person. This includes social events and tours fees, but only if the Academy is not responsible for any charges or fees due to the cancellation.

Registration fees for cancellations received after **18 July 2025** will not be refunded. If the IAFL is able to re-sell any cancelled social function tickets or tours to another delegate, these fees may be refunded but only after the Meeting has taken place. Please email iafl@judylaneics.com. No refunds will be made for non-attendance at the Meeting.

Note that registrations are unique to the individual named on the registration form and are not interchangeable or transferable, either in part or whole to another person.

If in the unlikely event the Meeting is cancelled, any travel and accommodation costs will not be refunded.

Cancellation/Amendment of your Hotel Booking

You may cancel or amend your booking by emailing IAFL@judylaneics.com. Our policy is to respond, confirming receipt of your cancellation/amendment, within 48 hours. If not received, please telephone Michele Williams +44 1327 858216 (UK office hours).

Penalties (for cancellation/reduction in room nights)

Up until **31 July 2025**: No penalty

From **1 August 2025**: Full-stay penalty

The full-stay penalty will also apply to no-shows (non-arrival on the day of your booking).

Where penalties are due, the hotel will charge the credit card you have provided as a guarantee with this booking form.

Visa Policy

It is the responsibility of each attendee to check visa requirements for entry into Kenya and to organize a visa if required. Information can be found on the [Government of Kenya](#) website. Please allow sufficient time for the relevant application process. The organizers will not accept liability for non-approval of visas and any request for a refund of registration fees paid will be considered under the deadlines of the meeting cancellation terms and conditions.

Yellow Fever Vaccination

There are different requirements for Yellow Fever vaccination, depending on the country you are travelling from and to and also the areas you intend to visit while you are in Kenya. We therefore recommend that you research this by checking your own government's advisory on travel to Kenya. Information can also be found on the [Government of Kenya Ministry of Health](#) website.