



### Non-Attendance Notice

At GMLPN, we work hard to ensure our face-to-face events provide valuable opportunities for learning, networking, and sharing best practice. We also incur costs for venues, catering, and materials based on attendee numbers.

To help us manage resources effectively, please note the following:

- If you are unable to attend a face-to-face event, we require a minimum of **48 hours' notice**.
- Where less than 48 hours' notice is provided, or if no notice is given and you do not attend, **GMLPN reserves the right to apply a non-attendance charge of £50 which will be liable to the member organisation**.
- Substitutions are welcome - if a colleague can attend in your place, please let us know as soon as possible.

We appreciate your understanding and cooperation, which helps us continue delivering high-quality events for all members.

If you have any questions, please contact the GMLPN team at [events@gmlpn.co.uk](mailto:events@gmlpn.co.uk).