



ISoP 2018 - TERMS & CONDITIONS - INDIVIDUAL REGISTRATION

GENERAL CONDITIONS

Methods of payment:

- **Credit card:** only Eurocard/Mastercard, Visa and American Express are accepted.
- **Bank transfer** – please make your payment to:

MCI Suisse S.A.
UBS S.A. – CP 2600 – CH
1211 Geneva 2 – Switzerland
Account n°: 240-369393.00U
Clearing: 240
Swift: UBSWCHZH80A
IBAN: CH94 0024 0240 3693 9300 U

All payments are to be made in swiss franc (CHF). VAT may increase without notice and any such change will be reflected in final rates.

Please indicate the participant's name and “**ISoP 2018**” on ALL payments. **All costs are to be borne by the ordering customer.**

- Payment by personal cheques are not accepted.
- **Credit card:** Please note that the merchant name that would appear on your credit card statement would be “MCI Group Satigny CHE”.
For payments by credit card, should the amount to be paid be over CHF 1'500.-, we will charge an extra 4% fee of the amount due.
Only Eurocard/Mastercard, Visa and American Express are accepted.

Insurance and liability:

It is recommended that participants obtain adequate cover for travel, health and accident insurance before they depart from their countries. **ISoP** and **MCI** organizers cannot accept responsibility for personal injuries, or loss of, or damage to, private property belonging to the congress participants and accompanying persons

ISoP, MCI, Venue and Hotel are not responsible for either the partial or total non-execution of the contract in the event of accident, natural disaster (either threatened or actual) in war, curtailment or interruption of transportation facilities, threats or acts of terrorism, governmental travel or terrorism advisory, Strikes, Lock out, civil disturbance, the issue of a Travel Warning by the World Health Organization or any other cause beyond the parties' control which prevents the Hotel and /or venue from accommodating the clients of MCI for the event or if for the same reasons the event is cancelled by MCI.

The Organisers may at their entire discretion repay the delegate fee or Service Charge paid by the Delegate or Exhibitor, or part thereof, but shall be under no obligation to repay the whole or part of such Delegate fee or Service Charge, and shall be under no liability to the Delegate or Exhibitor in respect of any actions, claims, losses (including consequential losses), costs or expenses whatsoever which may be brought against or suffered or incurred by the Delegate or Exhibitor, as the result of the happening of any such event.

Minimum age

Registration and/or admittance to the meeting shall be limited solely to participants who are 18 years of age or older, due to current health and safety regulations and legislation in effect. Any registration by anyone who is under 18 is unauthorized and in violation of these Terms and Conditions and will automatically result in the

forfeit of their registration. You hereby accept that identification is to be provided to meeting staff upon request. By registering to the meeting or entering the meeting you represent and warrant that you are 18 years of age or older, and that you agree to and to abide by all of the Terms and Conditions of this meeting.

Images and recordings

As a registered attendee of the Meeting, you agree:

- to grant permission for ISoP and MCI to use your likeness in a photograph or video in any and all of its publications and presentations, including website entries, without payment or any other consideration.
- to authorize ISoP and MCI to edit, alter, copy, exhibit, publish or distribute the photograph or video for purposes of publicizing ISoP 's programs or for any other lawful purpose.
- to waive the right to inspect or approve the finished product, including written or electronic copy, wherein your likeness appears.
- that these materials will become the property of ISoP and MCI.

Visa

If your nationality is listed in the following [link](#), you will require a visa to enter Switzerland. Please note that the visa invitation letter will only be sent to participants who have paid their registration fee.

Citizens of other countries may need a visa. Please contact your travel agent or the nearest Swiss diplomatic authorities for further information. If they should need a visa, please apply early enough to allow sufficient handling time to the authorities.

REGISTRATION

- **Early registrations** will be accepted until **the 12th of September 2018**, midnight CET.
 - Should your registration **remain unpaid the 26th of September 2018**: Early registrations will be **upgraded to the Late Fee**.
- As of **10 November 2018**, **late fees apply** for every new registration.
 - Should your registration **remain unpaid the 11th of November 2018**: late fees will be **upgraded to the Onsite fees**.
- From **11 of November 2018**, **Onsite fee applies** for every new registration.

Payment conditions

All payments are to be made in swiss franc CHF upon receipt of the invoice. Please indicate the participant's name and "ISoP 2018" on all payments.

Full payment of all items is requested when registering (by credit card or by bank transfer). No confirmation or invitation letter will be sent until MCI Suisse SA has received the payment.

After **Wednesday 10 October 2018**, only payments by credit card will be accepted.

Registration modification & cancellation conditions

All cancellations are to be sent to MCI Suisse SA in writing (fax or email). For cancellations received up to **Wednesday, 10 October 2018** deposits will be refunded less **25% administrative charge**. After this date, no refunds will be possible

A handling fee of **EUR 50.- per registration** will be charged for every registration modification received **after Wednesday, 10 October 2018**.

If a badge is lost or forgotten, an administrative fee of **CHF 100.-** will be charged for the reprint of the badge after identity verification (passport, driving license or other recognized identification documents).

Refund

Refund will be made after the meeting by bank transfer or credit card according to your pre-payment method.

ACCOMMODATION – OFFICIAL HOTELS

Geneva attracts many tourists, and due to the high demand for accommodation during this period, reservations will be made on a first-come, first-served basis. We recommend booking before **10 October 2018** to ensure availability.

MCI acts as an agent for accommodation bookings and **ISoP** accepts no responsibility for any recommendations given or any transactions made.

MCI as the official housing bureau for ISoP 2018 Meeting offers negotiated rates and conditions.

Other accommodation options via our Partner Expedia may be available online and are subject to different terms and conditions.

Payment conditions

Your credit card will be registered but no debit will be made. Your card will only be charged in case of no-show, cancellation or modification as per conditions below.

Important: to guarantee the reservation, your full credit card details are required. Please take note that online guarantees by credit card require “3D secure” identification.

Neither MCI nor ISoP will pay or be liable to pay for the individual bookings and does not provide the Hotel with any guarantee. Each participant should pay the hotel charge at the reception during check-out. Hotel will collect, upon check-in, from each client, a credit card as guarantee for payment. The hotel may charge or block an amount on the participant’s credit card to guarantee the extras. Each hotel has its own independent policy.

Accommodation modification & cancellation conditions

Any enquiries or requests for additional information, modifications or cancellations to room reservations should be addressed to MCI in writing (fax or email). Please do not contact the hotel directly.

Cancellation conditions for the hotel

In the event of cancellation up to Thursday, November 01, 2018: no charge will incur.

From Friday, November 02, 2018: 100% of one room night will be charged in case of cancellation

Check-in/Check-out Time

Hotel check-in time is 15:00. Should you wish to check-in earlier, extra costs may apply.

If arriving after 20:00, please notify MCI Suisse SA in advance.

Check-out time is 12:00. Should you wish to check-out later, extra costs may apply.

Early check-in and late check-out cannot be guaranteed free of charge.

No-Show

In case of no-show (if you do not check-in on your confirmed arrival date as per your hotel voucher), the hotel will only keep the number of room nights guaranteed during the booking process. For bookings guaranteed for one night only, the remaining nights will automatically be released to the hotel. The hotel will do its utmost to accommodate you should you arrive at the hotel at a later date. For bookings guaranteed for the full stay, the room will be kept for the number of nights booked. Please make sure to inform MCI in case of late arrival (after 20:00 pm or early check-in the next morning).

Force majeure:

MCI and the Hotel are not responsible for either the partial or total non-execution of the contract in the event of accident, an act caused by a third party, such as Acts of God including, without limitation, credible threats of natural disaster in the geographic vicinity of the Hotel, war, curtailment or interruption of transportation facilities, threats or acts of terrorism or similar acts, governmental travel advisory, a governmental elevation of the terrorism alert level, civil disturbance, the issue of a Travel Warning by the World Health Organization or any other cause comparable events or disaster beyond the parties’ control which prevents the Hotel from accommodating the clients of MCI for the event or if for the same reasons the event is cancelled by MCI.

Closure of a hotel:

Should above mentioned offered hotel(s) close between the date the contract was signed and the start of the event, MCI will do its utmost to offer alternative options to the client. If the client confirms such an alternative option, MCI will not be responsible for any difference in rates. Should the client decline the option and book in another hotel outside of MCI's block, pre-payments made by the client for the closing hotel(s) would be reimbursed by MCI.