

EAWOP 2017 - TERMS & CONDITIONS - INDIVIDUAL REGISTRATION

REGISTRATION

- **Early registrations** will be accepted until **1st March 2017**, midnight CET.
 - Should your registration **remain unpaid the 11th March 2017**: Early registrations **will be upgraded to the Pre-registration fee**.
- As of **2nd March 2017**, **Pre-registration fees apply** for every new registration.
 - Should your registration **remain unpaid the 12 May 2017**: Pre-registration fees will be **upgraded to the Late registration fee**.
- From **3 May 2017 & on site**, **Late registration fee applies** for every new registration.

Payment conditions

All payments are to be made in EUR (€) upon receipt of the invoice. Please indicate the participant's name and "Congress name + Year" 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 **Monday, 17 April 2017** only payments by credit card will be accepted.

Registration modification & cancellation conditions

A handling fee of **EUR 30.- per registration** will be charged for every registration modification received **after Tuesday, 11 April 2017**.

If a badge is lost or forgotten, an administrative fee of **EUR 5.-** will be charged for the reprint of the badge after identity verification (passport, driving license or other recognized identification documents).

Cancellation of Registration

Cancellations received until **15 February 2017**, Midnight CET will have no financial penalty.

Cancellations received after **15 February 2017 until 11th March 2017** will be **subject to a 50% cancellation fee on registration**.

From 12 March 2017: No refunds will be given.

Social Tours

The same cancellation conditions will apply for the social tours as for the registration such as:

Cancellations received after **15th February – 11th March 2017** will be subject to a **50% cancellation fee**.

No refunds will be given from **12th March 2017**.

Refund

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

ACCOMMODATION – OFFICIAL HOTELS

Dublin 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 17 April 2017 to ensure availability.

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

Payment conditions

Important: For hotel bookings, a deposit payment covering the first night or your full stay is required with your reservation. Your booking will be confirmed upon receipt of your hotel deposit. This prepaid deposit will be deducted from your final hotel bill when checking out from the hotel.

For bookings of 2 rooms or more, the full payment is required to confirm your reservation.

Additional expenses such as mini-bar and telephone, must be paid directly to the hotel when checking out.

After **Monday, 17 April 2017**, only payments by credit card will be accepted.

Group reservations (more than 9 rooms) will be handled by MCI Suisse SA with separate contracts. Please contact MCI for further information at: eawop2017.regshot@mci-group.com

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 Ballsbridge and Clayton Hotels

- ✓ From confirmation to Sunday, 05 February, 2017: 100% of the rooms can be cancelled free of charge
- ✓ From Monday, 06 February, 2017 to Monday, 06 March, 2017: 30% of the total amount due is non refundable
- ✓ From Tuesday, 07 March, 2017 to Wednesday, 05 April, 2017: 60% of the total amount due is non refundable
- ✓ From Thursday, 06 April, 2017: 100% of total amount due is non-refundable.

Cancellation conditions for Talbot Hotel, Radisson Blu St Helen and Jurys Inn Christchurch Hotels

In the event of accommodation cancellation **up to Saturday, 15 April, 2017** no cancellations fees will incur.

From Sunday, 16 April, 2017, 50% of one night will be billed.

After Saturday, 06 May, 2017, no refunds will be possible.

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-ins and late check-outs cannot be guaranteed free of charge.

GENERAL CONDITIONS

Methods of payment:

- **Bank transfer** – please make your payment to:

MCI Suisse S.A.
UBS S.A. – CP 2600 – CH
1227 Geneva 2 – Switzerland
Account n°: 240-369393.71L
Clearing: 240
Swift: UBSWCHZH80A
IBAN: CH18 0024 0240 3693 9371 L

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

Please indicate your name, reference number (ex.EAWOP2017-I/XX) and “Congress name + year” on ALL payments. **All costs are to be borne by the ordering customer.**

- Payment by personal cheques are not accepted.

Insurance and liability:

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

EAWOP, 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.

Visa

Your delegates do NOT need a visa for Ireland for business, personal visits or tourism if they are:

- citizens of an EU country
- citizens of Norway, Switzerland, Iceland
- from a country listed on the Foreign Ministry list
- not staying more than 90 days

In this case, a passport or ID Card valid for the duration of their stay is sufficient. For more detailed information, please visit: <http://www.inis.gov.ie/en/INIS/Pages/Irish%20Visa%20Information> .

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

During the reservation process, please tick the box and fill in the corresponding questionnaire in order to receive their Visa invitation letters. Please note that the VISA invitation letter will only be sent to participants who have paid their reservation fee.

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.