

## Registration Terms and Conditions

### MCI Amsterdam

MCI Amsterdam has been selected by Ormco as Congress Registration Office and Logistics Partner for the Insignia Global Users Meeting 2018. MCI Amsterdam will collect the registration fees on behalf of Ormco.

### Confirmation

Upon completion of your online registration, you will receive a confirmation by email. The confirmation is sent to the email address provided on the registration form and will show whether we have received your payment and will include an invoice.

### Payment

All costs referred to are in EUR. All payments must be made in EUR; no other currency will be accepted. Full payment is due within two weeks after receipt of the registration invoice.

Registrations are only confirmed once the required payment has been received.

### Invoice

Only digital versions of invoices will be sent to participants upon completion of the online registration. The invoice will be issued using the address details provided on the registration form so please ensure to provide the correct information.

### Payment by credit card

The online registration platform is a secure site. Payment by credit card is highly recommended as the registration can be confirmed immediately. VISA, American Express and MasterCard are the only credit cards accepted. Please enter all relevant information on the registration form. Upon completion of the online registration process, you will receive an invoice / receipt by email.

### Payment by bank transfer

You will find the bank details on the invoice that will be sent to you digitally. Please make sure to transfer the registration fees to this bank account within two weeks after you have registered. Your registration is only confirmed once the registration fees have been received in full.

### Cancellation of registration

In the event of cancellation, written notification must be sent by email to [insigniameeting@mci-group.com](mailto:insigniameeting@mci-group.com). Refunds will only be processed by cancellations received latest four weeks before the start of the event. After that, no fees will be refunded.

### Photographs and videos

Ormco reserves the right to photograph and film participants and to use such photographs and films in any internal and external communication referring to the event or Ormco, such as on its websites, social media channels, or other publications. By registering you consent to such uses.

## **Insurance and Liability Disclaimer**

The Insignia Global Users Meeting Secretariat (c/o MCI Amsterdam) works as an agent on behalf of Ormco. Neither the Insignia Global Users Meeting Secretariat nor MCI Amsterdam may be held responsible for any loss, injury or damage to any property, whatever the cause may be. Liability of persons and enterprises providing means of transportation or other services, however, remains unaffected.

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

Should, for any reason outside the organizers' control (including but not limited to acts of terrorism, extreme weather conditions and/or industrial action) the venue or speakers change, or the event be cancelled, the organizers will endeavour to re-schedule, but shall not be held responsible for any costs, damages or expenses incurred by registrants. If for any reason the organizers decide to make material changes to this event, they are not responsible for airfares, hotels or other costs incurred by registrants. The customer takes part in the event, all tours and trips at his/her own risk. Furthermore, the organizers may not be held liable for any costs or damages incurred resulting from acts outside of their control including but not limited to force majeure, strikes and/or public manifestations. Only written arrangements are binding.

In any disputes that may arise concerning the execution or interpretation of the Terms and Conditions related to the registration, both parties agree that they will be subject to Dutch law and that the commercial courts of Amsterdam will be competent, without prejudice to Ormco's right to initiate proceedings under the laws and before the courts of the participant's registered office in the event any sums are due by the participant to Ormco.