



TERMS AND CONDITIONS

REGISTRATION

Payment and Confirmation

All costs referred to are in Euro (€) and include Dutch VAT. All payments must be made in Euro (€); no other currency will be accepted. Full payment is due for the registration fees.

Upon completion of your online registration, you will be sent 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.

Invoice

Only digital versions of invoices will be sent to delegates upon completion of the online registration. The invoice will be issued using the contact details provided on the registration form so please make sure you have provided us with the correct information.

Cancellation of registration

The deadline for cancellation of registration is 21 April 2018. The conference secretariat must be notified in writing of any cancellations via iacis2018@mci-group.com. An administration fee of € 50 will be charged for all cancellations. Payments will be refunded after the Conference. Please note that no refunds can be made for cancellations after 21 April 2018.

Name change

Name changes will be accepted but a name change fee of € 50 will be applied. For each name change you must notify the conference secretariat by e-mail to iacis2018@mci-group.com. In case of a name change, the delegate agrees to take over all booked items of the originally registered delegate.

Invitation letter for visa application

It is the sole responsibility of the attendee to take care of his/her visa requirements. Attendees who require an entry visa must allow sufficient time for the application procedure. Attendees should contact the nearest embassy or consulate to determine the appropriate timing of their visa applications. It is recommended to apply for a visa at least 3 months in advance of the IACIS Conference.

If you need a visa please make sure you leave enough time to apply and to have the relevant accompanying sponsor letters. IACIS 2018 will only provide invitation letters for visa for registered and paid participants. You can request to receive a visa invitation letter during the online registration process, please have your passport details at hand. The letter will be sent to you by e-mail once you have completed your registration and payment online.

Photographs and videos

IACIS reserves the right to photograph and videotape the conference and delegates and to use such photographs and videos in any internal and external communication referring to the conference or IACIS 2018, such as on its websites and intranet, or other publications. By registering you consent to such uses.

Data protection

By registering to this conference, you agree that your personal data will be processed by IACIS 2018 and the conference secretariat, for registration and handling purposes, and to send you information in connection to IACIS 2018 events. If you do not submit the data indicated as 'required', we cannot complete your registration. You have the right to access and rectify your personal data by contacting the conference secretariat (MCI Amsterdam) by email to iacis2018@mci-group.com.



Insurance and Liability Disclaimer

The conference secretariat (MCI Amsterdam) works as an agent on behalf of IACIS 2018. Neither the conference secretariat nor IACIS 2018 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 delegates obtain adequate cover for travel, health and accident insurance before they depart from their countries. IACIS 2018 and the conference secretariat as organizers cannot accept responsibility for personal injuries, or loss of, or damage to, private property belonging to the Conference delegates. 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 conference 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 delegate takes part in the event, all tours and trips at their own risk. Further, 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. The sole legal venue is Amsterdam.

Registration of a delegate entails acceptance of these conditions. In any disputes that may arise concerning the execution or interpretation of the present General Regulations, both parties agree that they will be subject to Dutch law and that the commercial courts of Amsterdam will be competent, without prejudice to IACIS 2018's right to initiate proceedings under the laws and before the courts of the delegate's registered office in the event any sums are due by the delegate to IACIS 2018.

HOTEL ACCOMMODATION

MCI Amsterdam, the official housing partner for the 16th IACIS Conference 2018, has reserved a number of rooms in various hotels that have been carefully selected for your convenience. All of the hotels are located in Rotterdam, with a good connection to the convention centre by public transport. Reservations can be made online together with your registration to the congress: The reservation section will show real-time availability and the applicable rates.

Hotel Name	Star classification	Room Rates per night (€)* <i>Incl. breakfast and VAT, Excl. city tax</i> Single Use, from	Distance to Congress Venue
EasyHotel Rotterdam City	2	€ 71.93 (no breakfast)	8 minutes' walk
H2OTEL Rotterdam	3	€ 99.00	10 minutes' walk
Hampshire Hotel Savoy –Rotterdam	4	€ 134.00	10 minutes' walk
Hilton Rotterdam	5	€ 196.49	8 minutes' walk
Hotel Rotterdam	3	€ 72.76	15 minutes' walk
Inntel Hotel	4	€ 152.91	13 minutes' walk
Mainport Design Hotel	5	€ 191.79	13 minutes' walk
NH Atlanta	4	€ 119.00	5 minutes' walk
Novotel Rotterdam Brainpark	4	€ 102.38	24 minutes by public transport
SS Rotterdam	4	€ 109.00	30 minutes by public transport
Stay Okay	hostel	€ 29.30 (bed in 6 bedded dorm)	10 minutes' walk
Worldhotel Wings	4	€ 86.00	40 minutes by public transport

*All rooms will be charged in €

*Given rates are for the standard room types



Room Rates

All rates quoted are the lowest available for standard rooms during the period of the congress. Deposits are payable in € and prices all include all applicable taxes. Breakfast is included, unless otherwise mentioned. All taxes are subject to change. Remaining payments and personal accounts are payable directly at the hotel in euros.

Reservation and Payment

For individual booking (up to 9 rooms), a deposit payment for the first night must accompany your reservation. Your booking will be confirmed upon receipt of your hotel deposit. This prepaid deposit will be deducted from your final hotel invoice when checking out from the hotel. Potential additional costs, such as mini-bar and telephone, must be paid directly to the hotel upon check-out.

Should you wish to make a hotel booking for 10 rooms or more, we kindly ask you to send an email to iacis2018@mci-group.com. Special requirements (as double room, twin room, smoking room) concerning the hotel rooms will be available upon request, and cannot be guaranteed.

Standard check in time at hotels is 15.00 hours. Check-out time is between 10.00 and 12.00 hours. Should you need a guaranteed early arrival (before 15.00 hours) or a late departure (after 12.00 hours), an additional night is required to be booked and paid for.

Changes, No Shows and Cancellations Charges

Any enquiries or requests for additional information, modifications or cancellations to room reservations should be addressed to MCI Amsterdam in writing (fax, letter or email). Please do not contact the hotel directly, as they will not accept any changes or cancellations made directly.

In the event of cancellation up to 16 April 2018, deposits will be refunded less €45.00 for administrative costs. After this date, no refunds will be possible. In the event of late cancellations after 16 April 2018, MCI Amsterdam reserves the right to charge the full stay for cancelled rooms, cancelled nights or no shows if the hotel room cannot be resold.

In case of a no show, the hotel will guarantee your room until 12:00 the day after your check in date. A handling fee of € 45.00 per hotel room will be charged for every hotel modification received after 21 April 2018.

Reference number and Hotel voucher

For your own convenience and to facilitate the reservation procedure, we kindly ask you to take note of your reference number and refer to this number in all correspondence with MCI Amsterdam. Please bring the hotel voucher with you, as it will serve as proof of your reservation at the hotel and deposit.