

# WORLD OPHTHALMOLOGY CONGRESS

16 - 19 AUGUST 2024 | VANCOUVER, CANADA

## WOC2024 REGISTRATION TERMS & CONDITIONS

### CONFIRMATION

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.

### REGISTRATION DEADLINES

Please see below the registration deadlines:

Early Bird Registration	Regular Registration	Late/Onsite Registration
April 15, 2024 (23:59 CEST)	July 15, 2024 (23:59 CEST)	As of July 16, 2024 (CEST)

### PAYMENT CONDITIONS

All costs referred to are in US Dollars (USD). All payments must be made in US Dollars; no other currency will be accepted. Full payment is due for the registration fees. No registration confirmation will be sent until the required payment has been received.

### PAYMENT METHODS

The online registration platform is a secured site. On the online platform you can pay with credit card. VISA, MasterCard and AMEX 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 a paid invoice (receipt).

### INVOICE

Only digital versions of invoices will be sent to participants upon completion of the 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.

### NAME CHANGES

For name changes an administrative fee of **30 US Dollars** will be charged. For each name change you must notify the WOC2024 Organizer by sending an e-mail to: [WOC-registration@icowoc.org](mailto:WOC-registration@icowoc.org). Name change participants agree to take over all booked registration items of the originally registered participant.

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## REGISTRATION MODIFICATION & CANCELLATION CONDITIONS

Cancellation must be done in writing to [WOC-registration@icowoc.org](mailto:WOC-registration@icowoc.org), and confirmed by the Congress Organizer.

The following refund conditions apply:

- In case of cancellation **before or on April 15 (23:59 CEST), 2024**, the registration fee will be fully refunded.
- In case of cancellation from **April 16, 2024, to July 15 (23:59 CEST), 2024**, the registration fee will be refunded with a deduction of 50% as penalty charge.
- **As of July 16, 2024 (CEST)**, the registration fee will not be refundable for cancellations or no-shows.

Any refunds due will be processed within 30 days after the congress dates.

## INVITATION LETTER FOR VISA APPLICATION

All participants requiring a letter of invitation for visa application purposes may request this letter during the online registration process. We will not be able to issue any letter of invitation before the Registration Department has received the registration fee and confirmed your registration. Please note that we will not contact or intervene with any Embassy or Consulate office (on your behalf).

Further information regarding visa requirements can be found here: <https://icowoc.org/congress-information/visa>

### In case of rejection/delay

Should your visa application be declined or should you not receive your visa in time for travel to Vancouver, you can send a request for a full refund of the registration fees to the Registration Department by email ([woc-registration@icowoc.org](mailto:woc-registration@icowoc.org)). The request must be sent as soon as you are notified of the rejection and **no later than August 1, 2024** (2 weeks before the congress date).

The following documents must be included with your request:

1. A proof that your visa application was submitted **no less than 3 months** before the congress dates (by May 16, 2024, latest)
2. The official letter of rejection from the visa authorities / proof of the pending status of your application.

**In such cases, full refund of the registration fees will be made within 30 days after the congress dates. For visa application initiated less than three months before the congress, no refunds will be made.**

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## CHILD POLICY

Only those age 18 and older are able to enter session rooms, receptions, exhibit hall or any other general conference areas, as well as social events, due to the sensitivity of presentations and for the courtesy of other attendees. Please keep these age requirements in mind when planning your trip. By registering you consent to this policy.

## PHOTOGRAPHS AND VIDEOS

The International Council of Ophthalmology (ICO) and WOC reserves the right to photograph and videotape the congress and participants and to use such photographs and videos in any internal and external communication referring to the association or WOC, such as on its websites and emailers, or other publications. By registering you consent to such uses.

## DATA PROTECTION

By registering to this event, you agree that your personal data will be processed by WOC2024 and the Congress Organizer (MCI The Netherlands), for registration and handling purposes, and to send you information in connection to ICO (International Council of Ophthalmology) 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 Congress Organizer by email to ([woc@icowoc.org](mailto:woc@icowoc.org)).

## PRIVACY STATEMENT

For information about our privacy policy, see <https://icoph.org/privacy-policy/>

To request that we remove your name from future mailings, send a written request, specifying the name, company name and address you are requesting to have removed from the mailing list, to [woc@icowoc.org](mailto:woc@icowoc.org)

By registering for WOC2024, you are allowing the ICO to communicate with you via email, text, and social media (depending on what information is shared with the organization).

## BADGE SCANNING & PERSONAL DATA

All participants will have their badge scanned when entering the congress venue, as well as selected session halls and the Exhibition Area. The scan is solely used for overall attendance tracking and crowd control, on an anonymous basis. Sponsored session organizers as well as exhibitors may use scanning devices for marketing or compliance reasons at the entrance of a sponsored session or in the Exhibition Area.

By allowing a sponsor to scan your badge at the entrance of Sponsored sessions, or at a booth in the Exhibition Area, you express consent to them for receiving your personal data (such as name, company/institute, profession, country, e-mail address) collected during your congress registration.

## INTELLECTUAL PROPERTY AND COPYRIGHT

### WOC2024 Organizer

On behalf of International Council of Ophthalmology

T +31 (20) 575 4220 E [WOC-registration@icowoc.org](mailto:WOC-registration@icowoc.org) W [www.icowoc.org](http://www.icowoc.org)

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All materials, including in digital format, provided for WOC2024, including but not limited to abstracts, posters, graphics, code, text products, software, audio, music and design are the property of the ICO. No content in whole or in part of the ICO materials may be copied, reproduced, uploaded, posted, displayed, linked to or used in any way without the prior written permission of the ICO. Any such use is strictly prohibited and will constitute an infringement of the copyright and other intellectual property rights of the ICO, or in the case of material licensed to the ICO, the owner of such materials.

If any delegate of the World Ophthalmology Congress receives or has access to confidential information, whether or not marked as confidential, subject to an obligation to keep such material confidential, the delegates shall strictly abide by such obligation and shall keep the ICO unconditionally and fully harmless and indemnified against any claims against the ICO because of any unauthorized disclosure of the confidential information.

## INSURANCE AND LIABILITY DISCLAIMER

The Organizers have the right to alter or cancel the congress or any of the arrangements, timetables, plans or other items relating directly or indirectly to the congress without prior notice for any reason beyond their control.

ICO and/or its Congress Organizer shall not be liable for any loss, damage, expenditure, or inconvenience caused as a result of such alteration or cancellation.

The Congress Organizer (MCI The Netherlands) works as an agent on behalf of the ICO. Neither the Congress Organizer nor ICO may be held responsible for any loss, injury or damage to any property, whatever the cause may be.

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 congress 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 participant takes part in the event, social activities, 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 whether this affects the congress or registrants' attendance. Only written arrangements are binding. The sole legal venue is Amsterdam. Registration of a participant entails acceptance of these conditions.

## APPLICABLE LAW

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 ICO's right to

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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 the ICO.