

27th Regional Congress of the ISBT

Copenhagen, Denmark, June 17 - 21, 2017



ISBT
COPENHAGEN
2017

REGISTRATION TERMS AND 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.

Payment

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

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 contact details provided on the registration form so please make sure you have provided us with the correct information.

VAT

No VAT is charged on Registration fees.

Payment by credit card

The online registration platform is a secured site. VISA, Eurocard/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) by email. Payment by credit card is highly recommended as then your registration is immediately confirmed.

Cancellation of Congress registration

In the event of cancellation, written notification must be sent by email to ISBTregistration@mci-group.com.

The following refund conditions apply: In case of cancellation before or on June 8, 2017, the registration fee will be refunded with a deduction of € 100,- as administration charge. After June 8, 2017, the registration fee will not be refunded for cancellations or no-shows.

Name changes

For name changes an administrative fee of € 45 will be charged. For each name change you must notify the Congress registration office by e-mail to ISBTregistration@mci-group.com before June 8, 2017. Name change participants agree to take over all booked program items of the originally registered participant.

Invitation letter for visa application

All delegates requiring a letter of invitation for visa application purposes may request this letter during the online registration. We will not be able to issue any letter of invitation without receiving the registration and the payment of the required registration fees. Please note that the organizers will not be able to contact or intervene with any Embassy or Consulate office on behalf of a delegate.

The ISBT cannot be held responsible if your Visa is not approved and registration fees cannot be remitted.

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Photographs and videos

ISBT 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 Congress or ISBT, such as on its websites and intranet, 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 ISBT and the Congress registration office, for registration and handling purposes, and to send you information in connection to ISBT 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 registration office (MCI Amsterdam) by email to ISBTregistration@mci-group.com.

Insurance and Liability Disclaimer

The Congress organizer (MCI Amsterdam) works as an agent on behalf of ISBT. Neither the Congress organizer nor ISBT 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. ISBT and the Congress organizer 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 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, 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 participant 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 ISBT'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 ISBT.

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HOTEL BOOKING CONDITIONS

Room Rates

All rates quoted are the lowest available for standard rooms during the period of the congress. Deposits are payable in EUR 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 DKK.

Reservation and Payment

For individual reservations, a deposit payment for the first night must accompany your reservation. The deposit payment can be done during the online registration process. 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.

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 hrs. Check-out time is 11:00 hrs. Should you need a guaranteed early arrival (before 15:00 hrs) or a late departure (after 11:00 hrs.), an additional night is required to be booked and paid for.

Changes, No Shows and Cancellations

Any enquiries or requests for additional information, modifications or cancellations to room reservations should be addressed to MCI 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 April 29, 2017, deposits will be refunded less DKK 345,- for administrative costs. After this date, no refunds will be possible.

In the event of late cancellations after April 29, 2017, 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 11:00 hrs the day after your check in date. A handling fee of DKK 345,- per hotel room will be charged for every hotel modification received after June 19, 2017.

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 the Housing Bureau. Please bring the hotel voucher with you, as it will serve as proof of your reservation at the hotel and deposit.