



**SIOG 2017**  
**TERMS & CONDITIONS - INDIVIDUAL REGISTRATION**

**GENERAL CONDITIONS**

**Methods of payment:**

- **Credit card:** only Eurocard/Mastercard, Visa and American Express are accepted.
- **Bank transfer** – please make your payment to:

MCI Suisse S.A.  
UBS S.A. – CP 2600 – CH  
1211 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 the participant's name and “**SIOG 2017**” 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. SIOG and MCI as organizers cannot accept responsibility for personal injuries, or loss of, or damage to, private property belonging to the Conference participants and accompanying persons

SIOG, 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.

**Minimum age**

Registration and/or admittance to the Conference shall be limited solely to participants who are 18 years of age or older, due to current health and safety regulations and legislation in effect. Any registration by anyone who is under 18 is unauthorized and in violation of these Terms and Conditions and will automatically result in the forfeit of their registration. You hereby accept that identification is to be provided to Conference staff upon request. By registering to the Conference or entering the Conference you represent and warrant that you are

18 years of age or older, and that you agree to and to abide by all of the Terms and Conditions of this Conference.

### **Images and recordings**

As a registered attendee of the Conference, you agree:

- to grant permission for SIOG and MCI to use your likeness in a photograph or video in any and all of its publications and presentations, including website entries, without payment or any other consideration.
- to authorize SIOG and MCI to edit, alter, copy, exhibit, publish or distribute the photograph or video for purposes of publicizing SIOG 's programs or for any other lawful purpose.
- to waive the right to inspect or approve the finished product, including written or electronic copy, wherein your likeness appears.
- that these materials will become the property of SIOG and MCI.

## **REGISTRATION**

- **Early registrations** will be accepted until **Tuesday 20 June 2017**, midnight CET.
  - Should your registration **remain unpaid Thursday 29 June 2017**: Early registrations **will be upgraded to the Pre-registration fee**.
- As of **Wednesday 21 June 2017**, **Pre-registration fees apply** for every new registration.
  - Should your registration **remain unpaid the Friday 6 October 2017**: Pre-registration fees will be **upgraded to the Late registration fee**.
- From **Thursday 28 September 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 "SIOG 2017" 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 **Wednesday 18 October 2017**, only payments by credit card will be accepted.

### **Registration modification & cancellation conditions**

All cancellations are to be sent to MCI Suisse SA in writing (fax or email). For cancellations received before **Wednesday 4 October 2017** deposits will be refunded less **25% administrative charge**. After this date, no refunds will be possible

A handling fee of **EUR 30.- per registration** will be charged for every registration modification received **after Wednesday 4 October 2017**.

If a badge is lost or forgotten, an administrative fee of **EUR 80.-** will be charged for the reprint of the badge after identity verification (passport, driving license or other recognized identification documents).

### **Cancellations of Networking programme (SIOG Event)**

For cancellations received before **Wednesday 6 September 2017**, deposits will be refunded. **After this date, no refunds will be possible.**

MCI reserves the right to cancel or modify the networking program if the minimum participation is not attained or due to factors beyond the control of the organizers. In the event of such cancellations, any payments will be refunded after the conference.

### **Cancellations of SIOG Lunches**

For cancellations received before **Wednesday 6 September 2017**, deposits will be refunded. **After this date, no refunds will be possible.**

### **Refund**

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

## ACCOMMODATION – OFFICIAL HOTELS

**Warsaw** 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 **Wednesday 6 September 2017** to ensure availability.

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

### **Payment conditions**

**Important:** For hotel bookings, a deposit payment covering the first night 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 **Wednesday 18 October 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: [siogreghot@mci-group.com](mailto:siogreghot@mci-group.com).

### **Accommodation 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 all hotels**

In the event of cancellation up to **Tuesday 3 October 2017**: no charge will incur

From **Wednesday 4 October 2017** : 100% of one room night will be charged in case of cancellation

### **Check-in/Check-out Time**

Hotel check-in time is 16:00. 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 11:00. Should you wish to check-out later, extra costs may apply.

Early check-in and late check-out cannot be guaranteed free of charge.

### **No-Show**

In case of no-show (if you do not check-in on your confirmed arrival date as per your hotel voucher), the hotel will only keep the number of room nights guaranteed during the booking process. For bookings guaranteed for one night only, the remaining nights will automatically be released to the hotel. The hotel will do its utmost to accommodate you should you arrive at the hotel at a later date. For bookings guaranteed for the full stay, the room will be kept for the number of nights booked. Please make sure to inform MCI in case of late arrival (after 20:00 pm or early check-in the next morning).

### **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.