



Terms and Conditions

Any enquiries or requests for additional information, modifications and cancellations are to be communicated to MCI's Team by email.

The same rule applies to hotel reservations; please do not contact the hotel directly.

Registration fees deadlines

Super early registrations will be accepted until Wednesday 17 April 2024, midnight CET.

Should your registration remain unpaid on Thursday 09 May 2024, early registrations will be upgraded to the early bird registration fee.

As of Thursday 18 April 2024, early bird registration fees apply for every new registration.

Should your registration remain unpaid on Wednesday 31 July 2024, regular registrations fees will be upgraded to the Onsite registration fee.

From Thursday 04 July 2024 & onsite, Regular registration fee applies for every new registration.

Registration and Seminar modification and cancellation

For cancellations received prior to Wednesday 21 August 2024, midnight CET, deposits will be refunded less 50% administrative charge. After this date, no refunds will be possible.

A name change will be considered as a modification and will be charged 40 EUR / 6'912 KES.

A handling fee of 40 EUR / 6'912 KES per registration will be charged for every registration modification received from Wednesday 04 September 2024, including a name change.

If a badge is lost or forgotten onsite, an administrative fee of 80 EUR / 13'824 KES will be charged for the reprint of the badge after identity verification (passport, driving license or other recognised identification documents).

General Payment Conditions

All payments are to be made in Euro. VAT may increase without notice and any such change will be reflected in final rates.

From Thursday 22 August 2024, only payments by credit card will be accepted.

Modifications and/or new registrations made on-site will require immediate payment (by cash or credit card).

An invoice to be settled upon receipt will be issued upon written confirmation. **This invoice will act as a contract, and once issued, the above payment and cancellation conditions will apply.**

Full payment of services is requested when registering (Credit Card and/or Bank transfer). No confirmation or invitation letter will be sent until MCI has received the payment.

No badge will be delivered until full payment of open invoices is received.

Methods of Payment:

Credit card: only Eurocard/MasterCard, Visa and American Express are accepted.

Please note that the merchant name that would appear on your credit card statement would be "MCI Group Satigny CHE".

In some particular cases, payment by credit card may not be available.

Bank transfer: please make your payment to:

EUR PAYMENTS:

Beneficiary : MCI Suisse SA, Rue du Pré-Bouvier 9, 1242 Satigny, Geneva, Switzerland
Bank : UBS SA, Rue des Noirettes 35, 1227 Carouge, Geneva, Switzerland

Account No: 240-369393.71L
IBAN : CH18 0024 0240 3693 9371 L
Swift code : UBSWCHZH80A

KES PAYMENTS:

Beneficiary : KONZA TECHNOPOLE IASP 2024
Bank Name: KCB

Account No : 1322796777
IBAN :
Swift : KCBLKENX

Please indicate the participant's / group's name, identifier and "IASP 2024" on ALL payments (for example, IASP 2024-I/XX or G/XX).

All expenses shall be borne by ordering customer.

Please note that intermediary bank fees may be applied, please verify with your local bank.

Cheques: please note that payments by personal cheques are not accepted.

Refunds will be made after the event according to your payment method.

Group Data Management

Upon receipt of your payment, you will receive by e-mail an internet link giving you direct access to your group portal. You will be able to enter names, allocate your reservations, settle open invoices and download documents.

Through this personalised portal, you will be able to enter your participants' details and assign the services you have purchased such as registration to the conference and pre-conference activities.

Names of all participants (registration) must be submitted and assigned online before Wednesday 28 August 2024.

Any modifications and cancellations are to be communicated to MCI's team by email in order to be validated (please refer to the points «Modification & Cancellation» above to view the charges relating to these operations .

The Group Leader hereby commits to manage group registrations using the tools proposed by the official registration bureau. The reservation system's portal will be used to respect relevant registration deadlines. Access to this tool will be provided upon full payment of deposits required.

Contact information is to be entered in the system including the full coordinates of the participant of the event. No generic agency coordinates will be accepted if reservations are handled by a third party or on the behalf of a sponsor.

Reservations for registration will then be assigned and updated through the reservation system's portal and managed by the group leader or its internal representative.

MCI, as the Official Registration Bureau will not be responsible for entering contacts' coordinates nor assigning services on behalf of the entity hereby engaged in this contract.

Should the Group Leader or the entity engaged in the present contract choose not to proceed with the proposed online tools, MCI will charge a fee of 18 EUR / 3'110.40 KES per participant, to import the participants' detail information under the group or a fee of 27 EUR / 4'665.60 KES per participant to import the participants' detail information under the group and assign the corresponding services, provided that the full coordinates are supplied.

Data Privacy

Individual Data Privacy Policy:

For further information on how your data will be used, we invite you to carefully read the Data Protection and Privacy Policy:

<https://www.wearenci.com/en-ch/privacy-statement>

Group Data Privacy Policy:

The group leader agrees and warrants that:

- a. the personal data have been collected, processed and transferred and will continue to be collected, processed and transferred in accordance with the relevant provisions of the applicable data protection law (and, where applicable, has been notified to the relevant authorities);
- b. the transfer to, and processing by, MCI pursuant to this Agreement is not prohibited by a statutory or contractual duty of confidentiality;
- c. prior to any transfer of personal data, it has informed the data subjects and has complied with any notification and/or registration set forth by the applicable data protection law; in particular, the intended purposes of the collection, processing and transfer of personal data have been communicated to the data subjects;
- d. the data subjects are provided with their right of access, correction, blocking, suppression or deletion as available under applicable data protection law;
- e. it has taken and will take all reasonable measures to verify the correctness of the personal data and ensure that incorrect or incomplete personal data will be corrected, completed or destroyed prior any transfer of such data to MCI;
- f. it will inform MCI of any specific requirement from any data subject or any relevant authority on how personal data should be processed;
- g. it will inform without delay MCI of any request from any data subject or any relevant authority to rectify, update or delete any personal data;
- h. after assessment of the requirements of the applicable data protection law, it will ensure that the security measures are appropriate to protect personal data against accidental or unlawful destruction or accidental loss, alteration, unauthorized disclosure or access, in particular where the processing or transfer involves the transmission of data over a network, and against all other unlawful forms of processing, and that these measures ensure a level of security appropriate to the risks presented by the processing and the nature of the data to be protected having regard to the state of the art and the cost of their implementation;

- Internal use
- i. it will provide MCI, when so requested, with copies of relevant data protection laws or references to them of the country in which the [group leader] is established;
 - j. it will respond to enquiries from data subjects and authorities concerning processing of personal data by MCI;
 - k. it will notify within 72 hours delay MCI of any actual, potential or alleged breach of the provision of this Clause;

The group leader hereby commits with the present Data Protection and Privacy Policy:

<https://www.wearemci.com/en-ch/privacy-statement>

General Conditions

The IASP - International Association of Science Parks and Areas of Innovation (IASP) hereby provides notice to conference attendees and anyone else, that IASP makes no warranty of any kind whatsoever, expressed or implied, that any information, materials, techniques or products or anything else presented at this conference is accurate, valid, adequate or fit for any purpose whatsoever. Conference attendees are solely responsible for determining the validity, adequacy and fitness of any information, materials or products or anything else presented at this Conference for any and all uses. Statements and descriptions made by IASP at this Conference and included in Conference literature are informational only and are not made or given as a warranty. The views, opinions and statements made at the Conference are solely those of the speakers and may not reflect the views of IASP. Furthermore, speakers may have vested interests in the concepts and products they discuss. It is further understood and agreed that IASP shall not be liable whether in contract, in tort, under any warranty, in negligence or otherwise for any kind of claim for loss, damage or expense of any kind arising out of or resulting from the use of any information, materials, products or anything else presented at this Conference, and under no circumstances shall IASP be liable for special, indirect or consequential damages. In addition, IASP shall not be liable for any kind of claim in relation to possible exposure to illness (including but not limited to COVID-19). Conference attendees knowingly and freely assume all risks related to health when participating in person at this Conference. IASP and/or its agents have the right to alter or cancel the Conference or any of the arrangements, timetables, plans or other items relating directly or indirectly to the Conference without prior notice for any reason beyond their control. The Conference and/or its agents shall not be liable for any loss, damage, expenditure or inconvenience caused as a result of such alteration or cancellation.

Insurance, release and waiver of liability:

It is recommended that participants obtain adequate cover for travel, health and accident insurance before they depart from their countries. IASP and MCI as organizers cannot accept responsibility for personal injuries, or loss of, or damage to, private property belonging to the event Conference participants and accompanying persons. Participants are requested to inform themselves and to abide by local work regulations accordingly.

IASP, MCI, Venue and Hotel(s) 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, 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 for the event or if for the same reasons the event is cancelled. The Organizers 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.

Force majeure:

IASP, the hotel(s) and MCI 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, 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 for the event or if for the same reasons the event is cancelled.

Photography/Videography Disclosure:

As a registered attendee of the Conference, you agree to grant permission for IASP 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 IASP to edit, alter, copy, exhibit, publish or distribute the photograph or video for purposes of publicizing IASP 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 IASP.

Visa:

Please visit the following website <http://visahq.com/> to check if you require a visa for Kenya. Citizens of other countries may need a visa.

Please contact your travel agent or the nearest Kenya diplomatic authorities for further information. If you should need a visa, please apply early enough to allow sufficient handling time to the authorities.

During the reservation process, please tick the box and fill in the corresponding questionnaire in order to receive your Visa invitation letter. Please note that the VISA invitation letter will only be sent to participants who have paid their reservation fee. In some particular cases payment by credit card may not be allowed.

Please note that neither IASP nor MCI will be able to contact or intervene with any Embassy or Consulate office on behalf of a registrant. The invitation letter does not financially or legally obligate IASP or MCI in any way. All expenses incurred in relation to the event and to obtaining a visa are the sole responsibility of the registrant. IASP and MCI do not accept any responsibility for travel, accommodation and/or other costs incurred due to the rejection of a registrant's visa application.