



## **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°: 240-369393.79A  
Clearing: 240  
Swift: UBSWCHZH80A  
IBAN: CH55 0024 0240 3693 9379 A

All payments are to be made in pound sterling (GBP). VAT may increase without notice and any such change will be reflected in final rates.

Please indicate the participant's name and “**RCP 2018**” on ALL payments. **All costs are to be borne by the ordering customer.**

**Please note payments made by bank transfer could be subject to fees payable to your local bank.**

- Payment by personal cheques are not accepted.
- **Credit card:** Please note that the merchant name that would appear on your credit card statement would be “MCI Group Satigny CHE”.  
For payments by credit card, should the amount to be paid be over GBP 1’500.-, we will charge an extra 4% fee of the amount due.  
Only Eurocard/Mastercard, Visa and American Express are accepted.

After **Tuesday 23 May 2018**, only payments by credit card will be accepted.

#### **Insurance and liability:**

It is recommended that participants obtain adequate cover for travel, health and accident insurance before they depart from their countries. RCP 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.

RCP, 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 congress 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 RCP 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 RCP and MCI to edit, alter, copy, exhibit, publish or distribute the photograph or video for purposes of publicizing RCP '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 RCP and MCI.*

### **Visa**

You do NOT need a visa for the United Kingdom for business, personal visits or tourism if you are:

- a citizen of an EU country
- a citizen of Norway, Switzerland, Iceland
- from a country listed on the Foreign Ministry list
- not staying more than 90 days

In this case, a passport or ID Card valid for the duration of your stay is sufficient. For more detailed information, please visit: <https://www.gov.uk/browse/visas-immigration>.

Citizens of other countries may need a visa. Please contact your travel agent or the nearest UK 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.

## **REGISTRATION**

- **Early registrations** will be accepted until **Wednesday 28 March 2018**, midnight CET.
  - Should your registration **remain unpaid on 9 April 2018**: it **will be upgraded to the late registration fee**.
- As of **Thursday 29 March 2018**, **late registration fees apply** for every new registration.
  - Should your registration **remain unpaid on Monday 25 June 2018**: it will be **upgraded to the onsite registration fee**.
- From **Friday 22 June 2018 onsite registration fees apply** for every new registration.

### **Payment conditions**

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 **Tuesday 23 May 2018**, 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 **Tuesday 23 May 2018** deposits will be refunded less **GBP 50.00 administrative charge**. After this date, no refunds will be possible

A handling fee of **GBP 30.- per registration** will be charged for every registration modification received **after Tuesday 23 May 2018**.

If a badge is lost or forgotten, an administrative fee of **GBP 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**

Cancellations received before **Tuesday 25 April 2018**, Midnight CET: **Full refund**.

Cancellations received after **Tuesday 25 April 2018**: **No payments will be refunded**.

### **Refund**

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

## **ACCOMMODATION – OFFICIAL HOTELS**

**London** 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, May 23, 2018** to ensure availability.

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

MCI as the official housing bureau for **Innovation in Medicine 2018** offers negotiated rates and conditions. Other accommodation options via our Partner Expedia may be available online and are subject to different terms and conditions.

### **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 **Tuesday 23 May 2018**, 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: [medicine.reg@mci-group.com](mailto:medicine.reg@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 accommodation cancellation **up to Sunday, 20 May, 2018** no cancellations fees will incur.

**From Monday, 21 May, 2018**, 50% of one night will be billed.

**As of Monday, 11 June, 2018**, no refunds will be possible.

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

Hotel check-in time is 15:00. 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.