



XXII UIP WORD CONGRESS OF PHLEBOLOGY

TERMS & CONDITIONS - INDIVIDUAL REGISTRATION

REGISTRATION

- **Early registrations** will be accepted until **13 October 2017 (Friday), midnight AEST**.
 - Should your registration **remain unpaid until 13 October 2017 (Friday)**, registrations will be upgraded to the **Standard Rate**.
- As of **14 October 2017, Standard Rate** apply for every new registration.
 - Should your registration **remain unpaid until 19 January 2018: Standard fees** will be upgraded to the **Onsite Rate**.
- As of **20 January 2018, Onsite Rate** applies for every new registration.

PAYMENT CONDITIONS

Payment Conditions:

All payments are to be made in AUD upon receipt of the invoice. Please indicate the participant's name and "UIP2018" 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 Australia has received the payment.

From **Friday, 12 January 2018**, only payments by credit card will be accepted.

REGISTRATION/MODIFICATION/CANCELLATION CONDITIONS

Cancellation Policy:

All cancellations must be received in writing sent to MCI Australia at UIP2018.registration@mci-group.com. For cancellations received on or before 1 December 2017 will be refunded in full, less a 25% cancellation fee to cover administration costs. No registration refunds will be made after this date.

Processing Fee:

A 2.95% surcharge will be charged on all payments made by credit card. Credit card payments can only be received via Mastercard and Visa. Payment via direct deposit is accepted and will not incur additional costs.

Social Functions:

The congress reserves the right to cancel or vary social functions if minimum numbers are not reached. Because of commitments to catering, we cannot refund social functions and additional ticket cancellations less than 72 hours prior to the event.

Modification Policy:

Any modification requests must be received in writing sent to MCI Australia at UIP2018.registration@mci-group.com.

Your registration may be transferred to another member of your organisation, subject to a AUD 33 processing fee.

Refunds:

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

ACCOMMODATION

Crown accommodation bookings

For delegates who have reserved accommodation at the Crown properties, please refer to your individual confirmation letter sent from the hotel for any applicable cancellation policies.

Pan Pacific Melbourne bookings

For delegates who have reserved accommodation at Pan Pacific Melbourne, please refer to your individual confirmation letter sent from the hotel for any applicable cancellation policies.

Holiday Inn bookings

For delegates who have reserved accommodation at Holiday Inn, please refer to the below cancellation policy.

Accommodation cannot be booked unless full payment is received. Cancellations in whole or part may incur a penalty at the hotel's discretion.

Cancellations made by MCI Australia will incur a booking change fee of AUD33. Alterations within 45 days of the booking will incur a charge of AUD33. Hotels will require an imprint of your credit card at check-in for any incidentals.

- Cancellations received within 30 days prior to the arrival date will incur a 100% cancellation fee.
- No-shows will be subject to a 100% cancellation fee.

Cancellations and alterations to bookings must be made in writing. These, including early departures and "no-shows", may incur penalties at the hotel's discretion, possibly up to 100% of the accommodation stay.

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.

Insurance and liability:

It is recommended that participants obtain adequate cover for travel, health and accident insurance before they depart for the congress. The hotel and MCI as organisers cannot accept responsibility for personal injuries, or loss of, or damage to, private property belonging to the congress participants and accompanying persons.

GENERAL CONDITIONS

Methods of payment:

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

MCI Australia
Bank: National Australia Bank
BSB: 084 255
SWIFT: NATAAU3302S
Account name: MCI Australia Pty Ltd
Account number: 41 194 7741

All bank fees are to be borne by the ordering customer.

*All payments are to be made in Australian Dollars (AUD)
Please indicate the participant's name and "UIP2018" on ALL payments.*

- Payment by personal cheques are not accepted.

Privacy Statement:

Your name and contact information, including electronic address, may be used by parties directly related to the event such as the organisers and approved stakeholders, for relevant purposes such as promotion, networking, and administration of this, and future events of this type. If you do not consent, please email info@uip2018.com.

In addition, your name, organisation and country/state of origin may be published on the delegate list which is provided to delegates, exhibitors and sponsors at the congress. If you do not wish your details to be included in this list, please contact info@uip2018.com.

Email Communication:

By providing your email address, you consent to be contacted by this method in relation to this event and future events of this type. Should you not wish your details to be used for any of the above purposes, please contact info@uip2018.com.

Insurance:

We strongly recommend that attendees ensure they are appropriately covered for relevant insurances, including travel insurance. The congress managers do not take responsibility for attendees failing to insure.

Intention to photograph:

Delegates and others are advised that photographs may be taken during the Congress and reproduced for promotional purposes.