

All participants will be asked to accept terms and conditions when registering for the INSOL Annual Conference.

DISCLAIMER: INSOL International (INSOL) cannot accept any liability for any loss, cost or expense suffered or incurred by any person if such loss is caused or results from the act, default or omission of any person other than an employee or agent of INSOL International. In particular, INSOL cannot accept any liability for losses arising from the provision of services provided by hotel companies or transport operators. Nor can INSOL accept liability for losses suffered by reason of war, including threat of war, riots, and civil strife, terrorist activity, natural disaster, weather, fire, flood, drought, technical mechanical or electrical breakdown within any premises visited by delegates or their guests in connection with the Conference, industrial disputes, government action, regulations or technical problems which may affect the services provided in connection with the Conference. INSOL is not able to give any warranty that any person will appear as a speaker or panellist. English Law shall govern the contract between delegates, accompanying persons and INSOL International and any disputes shall be the exclusive preserve of the English Courts.

INDEMNITY: INSOL International reserves the right to change the INSOL Tokyo Annual Conference structure, format, content, timing, or speakers without notice. The event may be moved or cancelled by INSOL International for any reason. If such a situation should occur, INSOL International cannot be held responsible for any cost, damage or expenses, which may have been incurred by the attendee. In the event that the Japanese Government declares a day(s) national mourning, INSOL International will not be held accountable for any financial losses resulting in the cancellation of all or part of the event.

COPYRIGHT: Copyright in all software, papers and other material produced for the Conference will be vested in INSOL. Companies and their delegates may copy such material for their personal use, but further copying, and in particular copying for sale or any other commercial purpose is prohibited without prior permission.

TRAVEL & HEALTH INSURANCE: INSOL International shall not be responsible for, and shall be exempt from, all liability in respect of any loss, damage, injury, accident, delay or inconvenience to any person during the Conference. It is the delegate and accompanying person's responsibility to be adequately insured in case of claims pertaining to travel/ accidents and illness for the duration of your visit to Tokyo.

HEALTH AND SAFETY/COVID-19: Given the nature of COVID-19, you acknowledge and agree that at the conference we cannot guarantee any state of affairs with respect to COVID 19. However, in order to mitigate risk as best as possible, INSOL will take all reasonable measures as are available to us to ensure that our Conference is "COVID secure", will follow all local laws and the requirements of our venues with respect to measures to reduce the spread of COVID-19, and require all participants to comply with these requirements at the Conference.

PRIVACY POLICY

GDPR POLICY: Delegate name, firm and country will be listed on the delegate list which will be provided to the event sponsors. Please email Harriet.Norman@insol.org if you do not wish your personal information to be used.

DATA PRIVACY STATEMENT: The INSOL Tokyo Conference shall be managed by INSOL International. The data collected on the event registration site shall only be retained for as long as necessary to fulfil the purpose we collected it for, including any legal, accounting or reporting

requirements.

For any questions on the processing of your personal data please contact Harriet.Norman@insol.org

PHOTOGRAPHY

We may take photos of delegates at our events which could be used for marketing purposes.

By entering the event premises, delegates give their permission to be photographed or recorded by official photographers, at the INSOL Tokyo Conference. Delegates consent to their images and video being reproduced for subsequent use in the media, webcasts, and promotional purposes, advertising and inclusion on websites and social media. Images are shared publicly with open access for use.

If you do not wish for any photos that you feature in to be used in this capacity, please do let us know on: Harriet.Norman@insol.org

REGISTRATION FEES

Please note that payment of all registration fees must be made in full prior to the start of the conference and ancillary meetings. Payment of any bank transfer charges is the responsibility of the delegate.

CANCELLATION OF THE CONFERENCE BY THE ORGANISERS AND INSURANCE:

In the event that the Conference is cancelled by INSOL, or by any reason of any factor outside the control of INSOL, and cannot take place, the amount of the registration fee shall be refunded. The liability of INSOL shall be limited to that refund, and INSOL shall not be liable for any other loss, cost or expense, howsoever caused, incurred or arising. In particular, INSOL shall not be liable to refund any travel costs incurred by delegates or their guests or their companies. It follows that delegates and their guests and their companies are advised to take out comprehensive insurance, including travel insurance.

In the event that the Conference is cancelled by INSOL we will contact delegates immediately.

CANCELLATIONS OF ATTENDANCE BY DELEGATES:

All cancellations must be made in writing and emailed to harriet.norman@insol.org

The policy regarding the refund of registration fees is as follows:

CANCELLATIONS RECEIVED UP TO AND INCLUDING 11 AUGUST 2023:

There will be a cancellation fee of £50 per delegate and/or accompanying guest.

CANCELLATIONS RECEIVED AFTER 11 AUGUST 2023:

It is regretted that from this date, there will be no refund of registration fees received, and delegates will be liable for the total cost of any outstanding fees relating to the Conference. A substitute may be put forward to fill your delegate's place.

CONFIRMATION OF CANCELLATION:

If no written confirmation of the cancellation is received within 24 hours please contact INSOL International and ensure the cancellation has been received.

FORCE MAJEURE: After the cancellation cut-off date, payments made are non refundable for any reason, including, but not limited to, failure to use event attendance credentials due to any

event beyond the reasonable control of the parties, such as an act of God, natural disaster, travel-related problems or an act of terrorism.

HOTEL BOOKINGS AND CANCELLATIONS: All hotel bookings are the responsibility of the individual delegate to make and cancel directly with the hotel. Credit card guarantee is required at time of reservations. Please be aware of the cancellation policy for the Conference hotels.