



## REGISTRATION TERMS & CONDITIONS

*The IHRSA European Congress* (hereinafter the “Event”) is organised by *IHRSA* (hereinafter the “Organiser”) on *17-19 October 2023* in *Lisbon, Portugal*.

MCI Benelux S.A (hereinafter “MCI”) supports the Organiser in the organisation of the event, providing the following services: Registration management, Exhibition and Sponsorship management, Event logistics.

By registering to the Event, participants (hereinafter "participant" or “participants”) are entering an agreement with *IHRSA* and MCI, for which all participants are requested to read and acknowledge the Terms & Conditions set out below.

### EVENT SECRETARIAT

All registration inquiries should be sent to the Event Secretariat at [ihrsacongress@mci-group.com](mailto:ihrsacongress@mci-group.com)

### REGISTRATION & FEES

Participants are required to register via the online registration system. Registration fees are published [here](#).

All fees are in € and exclude the applicable VAT rate: Please note that the standard *Portuguese* VAT rate is **23%** and it will be charged on all registrations.

### METHODS OF PAYMENT

The online registration platform is a secured site. Major credit cards (*VISA, MasterCard, American Express*) are accepted. Payments by bank transfer are accepted until **9th October 2023**.

For payments by credit card, the payment confirmation is notified upon completion of the registration process.

Participants will receive a confirmation email including a link to their digital invoice. The invoice will reflect the amount paid by credit card. Participants who do not receive a confirmation email should contact the Event Secretariat at [ihrsacongress@mci-group.com](mailto:ihrsacongress@mci-group.com).

In case of a rejected online credit card payment, the Participant is recommended to contact the credit card issuer in order to check if online transactions are being declined by the issuer.

The payment gateway provider is Ingenico E-Commerce Solutions.

For payments by bank transfer, an invoice is issued upon completion of the registration process.

Participants will receive a confirmation email including a link to their digital invoice. The invoice will reflect the amount to be processed by bank transfer. Participants who do not receive a confirmation email should contact the Event Secretariat at [ihrsacongress@mci-group.com](mailto:ihrsacongress@mci-group.com).

## PAYMENTS BY BANK TRANSFER

The Participant's full name, the invoice number as well as the name of the event must be indicated in the payment reference.

All fees should be paid in *Device of Country*, free of any bank charges, to the following bank account:

Beneficiary: *Name of Beneficiary*

Beneficiary address: *Beneficiary Address*

Bank address: *Bank Address*

Account number: *Account Number*

IBAN: *IBAN*

SWIFT/BIC: *SWIFT/BIC*

All payments by bank transfer must be received before *9th October 2023*. This payment method will not be available as of *10th October 2023*.

## INVOICE

Participants are issued with an invoice upon completion of the registration process.

All participant's registering to represent a company/organisation with a registered VAT Number should provide their VAT Number during the registration process. VAT Numbers are verified by the Organiser in order to prevent fraud.

Invoices are issued based on details provided in the payment page of the registration process.

## REGISTRATION CANCELLATION, TRANSFER & REFUND POLICY

All registration cancellation requests should be sent by email to the Event Secretariat at [ihrsacongress@mci-group.com](mailto:ihrsacongress@mci-group.com)

The following conditions will apply:

- o Until *17th September 2023*, the full amount will be refunded minus a *€50* cancellation fee (excluding applicable VAT)
- o From *17th September 2023*, refunds will no longer be possible.

All refunds are made in *€* and are subject to prevailing exchange rates. Refunds will be processed within 30 days from the end of the Event, and in the same manner as the original payment was received. If bank charges apply, they will be deducted from the refunded amount.

A transfer of registration to another Participant from the same company may be accommodated at the discretion of the Organiser.

All transfer requests must be sent to [ihrsacongress@mci-group.com](mailto:ihrsacongress@mci-group.com) before *9th October 2023*. After this date, registration transfers will incur in a *€50* admin fee (excl. applicable VAT).

## MODIFICATION & CANCELLATION OF THE CONGRESS

The Organiser reserves the right to modify the Congress programme, which is published as an indication only.

In the event of cancellation of the Congress, at any time, as a result of any event of 'force majeure' or for other reasons that are beyond the control of the Organiser, the registration fee shall be refunded minus *Device of Country Amount* admin fee (excl. applicable VAT). The Organiser shall not be held liable for any other costs or losses incurred, such as transportation costs, accommodation costs, financial losses, etc.

In case the event is postponed to another date, the registration will be automatically deferred and valid for the new date at the same applicable rate. In case the participants are not able to attend the event with the new selected date or prefer to be reimbursed, participant should inform the event secretariat by sending an email to *Email Address of the Event* no later than 30 days after the official announcement. In case the participant decides to register after having been reimbursed, the new applicable rate may apply.

## USE OF MATERIAL

Without any prior consent from the Organiser, Participant must not: reproduce, copy or translate the Event materials; create derivative works from the Event materials; modify the Event materials; commercially exploit the Event materials. All information collected through the registration process can be used for marketing purposes.

## **PHOTOS & VIDEOS**

Filming and photography will take place during the Event. Unless explicitly communicated in written form at [events@ihrsa.org](mailto:events@ihrsa.org), you consent to your image and likeness being used in marketing and films (now and in the future) and to waive any right to compensation or remuneration. However, to help ensure the privacy of individuals, images will not be identified using full names or personal identifying information without written approval from the photographed subject.

During such events individuals often take photographs or make videos on their mobile telephones. The Organiser is not responsible in policing this practice but would ask any participant who plans to do this to seek permission from fellow Event attendees.

## **RECORDING**

Attendees are not permitted to audio or video record any aspect of the event including, but not limited to, speakers, educational sessions, sponsor products, networking events and/or club tours, for any reason without prior written permission from IHRSA.

## **LIABILITY**

In the case of government intervention or regulation, military activity, strikes or any other circumstances that make it impossible or inadvisable for Event to take place at the time and place as announced, the participant shall waive any claim for damages or compensation except the amount paid for registration after deduction of actual expenses incurred in connection with the Event and there shall be no future liability for either party.

## **DISCLAIMER & FORCE MAJEURE**

The Organiser shall not be deemed responsible for any bodily injury/death or property damages (including theft)

sustained by participants during the Event, unless such damages are a direct result of the negligent or unlawful act or omission thereof.

In any event, the Organiser does not accept liability for damages in the event of bodily injury/death, property damage, disruption to travel plans and costs incurred as a result of force majeure.

Force majeure reasons include but are not limited to war or threat of war, riots, civil strife, terrorist activity, industrial disputes, natural or nuclear disaster, adverse weather conditions, epidemics, pandemics, health risks, fire and closure of airports or airspace.

## **EVENT RULES & REGULATIONS**

Whilst participating in the Event, you are required to comply with any policies or directions (such as but not limited to security, health, and safety regulations) in force at the time of the Event, given by the Organiser or MCI or any other relevant third party, including the person responsible for the premises where the Event takes place or any competent authority.

In particular, if the Organiser or MCI will supply ID badges for security purposes, Participants must wear their badge at all times. Badges are strictly personal and may not be transferred to another person, nor modified.

The Organiser or MCI accept no responsibility for any belongings that Participants bring at the Event.

Any loss or damage to such belongings is at the Participant's own risk.

## **DATA PROTECTION & PRIVACY POLICY**

The European General Data Protection Regulation (EU GDPR) entered into force on 25 May 2018 and it involves some additions to protection of the protection and privacy of Participants.

The Organiser and MCI take your privacy very seriously. The Data Protection and Privacy Policy can be consulted at any time at the link [here](#)  
For any questions regarding the Data Protection and Privacy Policy, Participants are invited to contact the Data Protection Officer at the following e-mail address: [privacy@mci-group.com](mailto:privacy@mci-group.com)

### **GOVERNING LAW**

Any dispute resulting from the above terms and conditions will be subject to the law of Belgium, and by accepting these terms you are submitting yourself to the exclusive jurisdiction of the courts of Belgium.