

General Terms and Conditions

DEFINITIONS

These Terms & Conditions for delegates apply to every person registering as a regular delegate for ICLAM Mumbai 2019 Events (hereafter referred to as “conference”), organised by Association of Committee of International Medicine, Mumbai (hereafter referred to as “the conference organisers”).

All references to a date or a deadline, mentioned in these terms and on other conference documents, refer to the Indian Time Zone (IST).

CONFERENCE REGISTRATION

Only fully completed registration forms will be accepted. An invoice will be sent after the receipt of your registration, a confirmation of payment will be sent upon receipt of payment in full. If the full payment has not been received before the deadline indicated, the registration will remain valid, however the due fee will be increased according to the payment period (early/regular/on site).

REGISTRATION CONFIRMATION/RECEIPT

A registration confirmation/receipt will be sent by email after the online registration, a related payment and any necessary documents have been received by the registration department. Delegates may be requested to present this registration confirmation/receipt at the registration counter as proof of their registration and payment.

METHODS OF PAYMENT

Payments should be made in advance, using a credit card or by bank transfer.

All bank fees and money transfer costs must be paid by the transmitter. Any negative balance will be collected on site. Indicate the registration number and the delegate's full name as a reference on all bank transfers.

REGISTRATION NAME CHANGE

A new registration form for the substitute delegate should NOT be submitted. Name changes will be accepted by email indicating the old and new names including the required contact details 30 days prior to the event. After this date, all name changes must be carried out on-site and paid directly.

CANCELLATION POLICY

Notice of cancellation (e.g. in case of sickness, lack of funding or any other personal reasons) must be made in writing by email to the ICLAM Mumbai 2019 Office at registration@iclammbai2019.org

The notification must include all relevant information regarding the bank account to which a possible refund may be remitted. The cancellation will not be effective until a written acknowledgement from the ICLAM Mumbai 2019 Conference Registration Department is received.

Registration fees may be refunded as follows:

Written cancellation received:

- before 90 days from the event: 100% Refund*
- before 60 days from the event: 50% Refund*
- before 45 days from the event: 25% Refund*
- within 30 days from the event: No Refund

*Refund will be minus processing fee/currency charges as applicable at the time of refund.

The date of the email receipt date will be the basis for considering refunds. Please indicate your bank details on your written cancellation. Refunds will be made after the conference.

No refunds will be granted for unattended events or early termination of attendance, in case of cancellation of event or any other incidents during the conference, which are beyond the control of the conference organizers.

By registering to the ICLAM Mumbai 2019 conference participants agree that the organising committee does not assume any liability whatsoever. Participants are requested to make their own arrangements for health and travel insurance. The conference fee does not include any travel, accommodation or insurance.

CANCELLATION OF THE CONFERENCE

In the event that the conference cannot be held or is postponed due to events beyond the control of the conference organisers (force majeure) or due to events which are not attributable to wrongful intent or gross negligence of the conference organisers, the conference organisers cannot be held liable by delegates for any damages, costs, or losses incurred, such as transportation costs, accommodation costs, costs for additional orders, financial losses, etc.

Under these circumstances, the conference organisers reserve the right to either retain the entire registration fee and to credit it for a future conference, or to reimburse the delegate after deducting costs already incurred for the organisation of the conference and which could not be recovered from third parties

MODIFICATION OF THE PROGRAMME

The conference organisers reserve the right to modify the programme. No refunds can be granted in case of cancellation of speakers, lack of space in the conference room or any other incidents during the conference which are beyond the control of the conference organisers.

LOST NAME BADGE

The conference name badge must be worn at all times during the conference. Access to the conference venue will not be granted without the name badge issued by the conference organiser. If a delegate loses, misplaces or forgets the name badge, a handling fee of Euro 20– will be charged for a new name badge.

LETTER OF INVITATION

Individuals requiring an official Letter of Invitation from the conference organisers can request one by contacting ICLAM Mumbai 2019 Registration Department at travels@iclammbai2019.org

To receive a Letter of Invitation, delegates must first register to the conference and submit any necessary data, as passport copy and flight tickets

The Letter of Invitation does not financially obligate the conference organisers in any way. All expenses incurred in relation to the conference, the registration and the attendance are the sole responsibility of the delegate.

VISA REQUIREMENTS

It is the sole responsibility of the delegate to take care of his/her visa requirements. Delegates who require an entry visa must allow sufficient time for the application procedure. Delegates should contact the nearest embassy or consulate to determine the appropriate timing of their visa applications.

Note: Embassies and consulates-general are independent decision-making agencies for visas. You cannot appeal against the rejection of a visa application, neither can ICLAM Mumbai 2019 intervene on your behalf in case of a rejection or to speed up the procedure.

Delegate registration details will be shared with the immigration authorities to assist in the immigration process. However, the conference organisers will not directly contact embassies and consulates on behalf of visa applicants.

TRAVEL-HEALTH INSURANCE

As a part of a visa application, individuals must have travel-health insurance for the duration of their stay. This insurance can be obtained from any approved insurer. Individuals need to check with the responsible embassy/consulate for a list of approved insurers available in their country.

Individuals must have insurance for their entire stay and therefore are encouraged to ensure and pay for the correct number of days. The visa will only be given for the dates that are covered by the insurance policy, which need to relate to the travel dates.

DATA PROTECTION AND SHARING OF CONTACT DETAILS

The protection of your data and the observance of your right of informational self-determination with regard to the collection, processing and use of your personal data are important to us.

ICLAM Mumbai 2019 will collect and store all personal data for the preparation and execution of the conference.

ICLAM Mumbai 2019 periodically performs e-mailings to delegates on behalf of third parties regarding activities at the conference or other communications, which may be of interest. Participants may opt out of these emailings at any time.

YOUR ACCESS

You may access personal information that the conference organiser holds about you, and you can ask to correct personal information held about you.

If you are on one or more of the conference organiser's email lists you may opt out of further contact by clicking the unsubscribe option in all emails received by you.