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IF Forum 2022 – Terms and Conditions

Hotel: Mövenpick Hôtel Lausanne
Venue: Olympic Museum

Switzerland 28 - 29 November 2022

Terms and Conditions

1 Delegate

1.1 Delegate Fee

If an International Federation registers more than two (2) complimentary delegates, each additional delegate will be charged at the rate of 500 CHF per person. A maximum of two (2) additional paying accreditations are allowed.

All delegate passes, whether complementary or paying, should be for persons employed by the International Federation (IF). If a person is there as a full-time consultant for the IF, they must have the name of the IF on their accreditation and not the consultancy organisation. If an IF does not employ a delegate, they will not be allowed to attend the event.

1.2 Meeting Rooms and Formal Functions in the Official IF Forum Hotel

Please be informed that Meeting Rooms and Formal Functions at the IF Forum 2022 Official Hotel are only permitted to be used and organised by SportAccord (hereafter also referred to as "Organiser") and Official Partners.

1.3 IMPORTANT NOTES:

- Please note that after completing the online registration process, your registration (i.e. delegate accreditation, hotel booking) will be confirmed by email.
- SportAccord reserves the right to change and cancel your registration for the IF Forum 2022 in full or in part (i.e. delegate accreditation, hotel booking). In case of any change to your registration, you will be duly notified of this by email.
- All administration fees associated with the cancellation of a registration (i.e. delegate accreditation, hotel booking) will be paid by the delegate.

1.4 Delegate Pass Cancellation Policies

Individuals wanting to cancel a delegate pass may do so by sending written notice to info@sportaccord.sport

- On or before **25 October 2022**: 100% of the delegate fee will be refunded (a refund fee will be applied – Refund Policy details can be found in point 8).
- After **25 October 2022**: No refunds will be made.
- Having paid for your delegate accreditation, if for unforeseen circumstances you are no longer able to attend IF Forum 2022, you will be permitted a name change (to someone else within your organisation) until **25 October 2022** at no additional cost.

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- After **25 October 2022**, the name change will be charged to the delegate at an additional cost of 25 CHF.

1.5 Visa

It is the delegate's responsibility to obtain an entry visa into Switzerland. The Cancellation Policies for the IF Forum 2022 (delegate accreditation and hotel accommodation booking) will still apply if the visa is not granted.

1.6 Photo/Video Release

Registration and attendance of the IF Forum 2022 implies consent to be photographed/video recorded and permission for photos/videos to be used by SportAccord and its Partners for marketing and social media purposes.

1.7 Conference Programme

The Conference Programme will be made available at www.sportaccord.sport/if-forum, with more details to be uploaded as sessions and speakers are confirmed.

1.8 Accompanying Guest(s)

If an Accompanying Guest wishes to participate in the event, this person is required to register as a Delegate from your organisation.

Accompanying persons will receive accreditation at the welcome desk, which will allow them to attend only the social functions of the IF Forum (coffee breaks, cocktails, and lunches).

2 Hotel Accommodation

2.1 IF Complimentary Room Booking

- Two (2) nights' accommodation (single standard room) costs at a value of **CHF 203.50** (City Tax is included) per night are covered for one (1) delegate per International Federation. Any additional costs are at the charge of the International Federation.
- The IF Complimentary Room is available for use between **31 October 2022 (earliest check-in date) and 2 November 2022 (latest check-out date)**.
- Any hotel room nights booked outside of the above-mentioned period will be charged to the delegate.
- To book the IF Complimentary Room, a valid credit card number will be asked. Please note that the credit card will only be charged in case of cancellation, "no-show", and early departure.
- The IF Complimentary Rooms must be booked **on or before 25 October 2022**. If you have not booked by then, your IF Complimentary Room will be released.
- Please note that Hotel Accommodation Terms and Cancellation Policies still apply to the IF Complimentary Room.
- All IF hotel accommodation bookings made **after 25 October 2022** will be charged in-full.

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- Hotel room rates include breakfast and Wi-Fi/Internet.
- Any extras (minibar, telephone, etc.) will be charged and paid by the delegate upon check-out.

2.2 Additional Room Booking (Paying Rooms)

- The IF wishes to book an additional room at their own cost, they can book directly with the Mövenpick Hôtel via the link shared within the registration.
- Please note the Paying Rooms are available on a first-come, first-serve basis.

2.3 IF Complimentary Room Cancellation Policy

Individuals wanting to cancel their IF complimentary room may do so by sending written notice to info@sportaccord.sport:

- **On or before 25 October 2022:** no room fee charged.
- **After 25 October 2022:** 100% of room fees will be due.

(Refund Policy details can be found in point 8)

3 Delegate Fee Payment

All delegate fee charges are to be paid in full upon completion of your registration.

The accommodation charges for your hotel reservation are to be paid directly at the hotel upon check-in.

4 Delegate Fee Payment Options

Payment types available:

- Visa
- MasterCard
- American Express

5 Copyright and Image Release

Registration and attendance of the IF Forum imply consent to:

- Your ID Photo uploaded in the online registration form to be used for your Accreditation Badge. Please note that we cannot issue your accreditation Badge without your photo.
- Be photographed/video recorded and permission for photos/videos to be used by SportAccord and its partners for marketing and social media purposes.
- The photographs taken and live broadcast Programmes produced during the IF Forum shall constitute derivative works which shall belong exclusively to the Organiser and hereby assigns to the Organiser, without further consideration, all its rights, title and interest worldwide in and to any and all photographs, videos, moving pictures, podcasts,

broadcasts, and all other media taken, recorded, created or otherwise related to the SportAccord, whether copyrightable or not, along with all other confidential rights resulting therefrom.

- The Organiser shall have the exclusive right to produce, exploit and broadcast on the world wide web, radio and television (including, but not limited to SportAccord TV, www.sportaccord.sport, YouTube, Twitter, Facebook, LinkedIn and all other digital media), at their sole discretion and for their own account, prior during and after the term of the IF Forum 2022 and in any form they deem appropriate, the photographs, interviews, live broadcast Programmes and any form of radio or audio sound, moving pictures or television signals produced during the Exhibition, and that all related rights belong exclusively to the Organiser.
- Receive emails from SportAccord regarding the IF Forum and SportAccord in general. Such communications will always include a simple option to refuse or 'opt-out' of such future communications.
- Appear in the event delegate list to be posted on the event mobile application and our website. We will only disclose your photo, name, working title and organisation on such a list. You may at any time opt out from the event delegate list or object to some of your information being disclosed on the event delegate list by contacting us (see contact details in section 9 below).

6 Intellectual Property

The Organiser shall provide the Participants with catalogues, periodicals, databases, lecture Programmes and websites specific to the event (hereinafter, the "Organiser's Media" or "its Media"). The Organiser is the owner and publisher of this Media, which it publishes and distributes, except for the content published by Participants via the online community that the Organiser hosts. This Media is protected, and the Participant shall therefore not use it in any manner whatsoever without the Organiser's prior written agreement.

Organiser's Media and Content provided to Participants: All texts, videos, images, distinctive signs, data, IT applications and/or functionalities published in the Organiser's Media, with the exception of those submitted by Participants (hereinafter, the "Content"), are the property of the Organiser and/or third parties. Therefore, Participants shall in no event reproduce, modify, delete, distribute, grant and/or use them, in whole or in part, and in any manner whatsoever, without the prior written agreement of the Organiser or the right holders. Otherwise, Participants risk being liable or being held liable.

Organiser's Media and Content provided by Participants: The Participant authorises the Organiser to reproduce and use its own content, for the time period during which the Organiser's Media is distributed, free of charge and in the whole world. The Participant shall be solely liable for the information and documents that it provides and that are published and distributed via the Organiser's Media. The Participant may not hold the Organiser liable, including in the event of an error and/or omission, particularly if due to erroneous or incomplete information provided by the Participant. Furthermore, the Participant shall ensure that it holds all necessary authorisations and, failing this, shall hold the Organiser harmless in the event of any recourse.

Placing advertising on the Organiser's Media: At its sole discretion, the Organiser shall determine the advertising spaces available on its Media and has a right to control all advertising distributed thereon in order to ensure compliance with applicable laws and protect the interests of the event and/or the Participants.

The Organiser may refuse at its sole discretion to publish the text or advertisement at issue, in which case the Participant shall be reimbursed the price of the advertising space, to the exclusion of any other expenses, less sums incurred by the Organiser before it discovers the unlawful nature

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of the publication. In the specific situation where a Participant has placed an order for advertising on the Organiser's Media but fails to provide the Organiser with the information and documents necessary for publication in a timely manner, the Organiser reserves the right to make other arrangements with respect to such advertising space.

7 Data Protection

Participants are informed that their personal data, i.e. all information requested of them, in particular at the time they register for the event, that enables them to be (directly or indirectly) identified (such as their surname, first name, position, email address, telephone and fax numbers and photographs) is indispensable for concluding the participation contract and gaining admission to the event.

To fulfil the participation contract, all or some of this personal data may be:

- Communicated to other Participants, who may be located anywhere in the world, in order to enable them to prepare for the event and schedule their business appointments. In this regard, the Participants undertake not to use such data for any other purpose. The Organiser reserves the right to enjoin nuisances caused by such use by any means.
- Communicated to third parties that have entered contracts with the Organiser, in particular the Organiser's representatives, service providers and partners, which may be located anywhere in the world.
- Used on all distribution and promotional media in connection with the relevant event.

Any processing of personal data is carried out in strict compliance with applicable data protection laws, including the Swiss Federal Data Protection Act of 19 June 1992 and, to the extent applicable, the new General Regulations of the European Union on data protection (GDPR). In addition, any processing of personal data will be carried out according to and in compliance with the terms and conditions of SportAccord's Privacy Notice which forms part of this presented Terms and Conditions. SportAccord's Privacy Notice is available at the following link: <http://www.sportaccord.sport/privacy-policy>. Registration and attendance at the IF Forum imply consent to the terms and conditions of SportAccord's Privacy Notice.

8 Refund Policy and Fee

If a refund has been agreed on by SportAccord, due to credit card administration costs, **a fee of 3%** will be deducted from the amount to be refunded.

9 SportAccord's Contact

For any questions, please do not hesitate to contact:

SportAccord
Avenue de Rhodanie 54
1007 Lausanne
Switzerland
Tel: +41 21 601 27 30
Email: info@sportaccord.sport
Swiss VAT Number: CHE-113.462.623

10 Summary of Key Dates

- **IF Complimentary Rooms:**

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- must be booked **on or before 25 October 2022**. SportAccord will not be able to guarantee the IF Complimentary Room after this date.
- Cancellation **on or before 25 October 2022**: no room fee charged.
- Cancellation **after 25 October 2022**: 100% of room fees will be charged.
- **Delegate Pass**:
 - Cancellation **on or before 25 October 2022**: 100% of the delegate fee will be refunded (less 3% credit card administration fee).
 - Cancellation **after 25 October 2022**: No refunds will be made.
 - Name change is permitted (to someone else within your organisation) **until 25 October 2022** at no additional cost.
 - Name change **after 25 October 2022**: a fee of 25 CHF will apply.