

IF Forum 2018 – Terms and Conditions

Hotel Royal Savoy, Lausanne
Switzerland 5 - 7 November 2018

1 Delegate

1.1 Delegate Fee

If an International Federation registers more delegates than the complimentary amount of two (2), the rate of 500 CHF will be charged for each additional delegate up to a maximum of two (2) additional delegate accreditations.

All delegate passes, whether complimentary or paying should be for people 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 a delegate is not employed by an IF, he/she 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 2018 Official Hotel are only permitted to be used and organised by SportAccord (thereafter also referred as “Organiser”) and Official Partners.

1.3 IMPORTANT NOTES:

- Please note that after having completed 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 2018 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.com.

- On or before **7 October 2018**: 100% of the delegate fee will be refunded (a refund fee will be applied – full Refund Fee Details can be found below).
- After **7 October 2018**: No refunds will be made.
- Having paid for your delegate accreditation, if for unforeseen circumstances you are no longer able to attend IF Forum 2018, you will be permitted a name change (to someone else within your organisation) until **15 October 2018** at no additional cost.
- After **15 October 2018**, name changes 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. If the visa is not granted, the Cancellation Policies for the IF Forum 2018 (delegate accreditation and hotel accommodation booking) will still apply.

1.6 Photo/Video Release

Registration and attendance of the IF Forum 2018 implies consent to be photographed/video recorded and permission for photos/videos to be used in future 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.com, 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 IF Forum 2018 Conference Programme sessions on 5-7 November 2018, this person is required to register as a Delegate from your organisation.

2 Hotel Accommodation

2.1 Hotel Accommodation Booking (Paying rooms)

- Please note that hotel rooms are booked on a first-come, first-serve basis.
- To confirm your hotel accommodation for the IF Forum 2018, your credit card details will be required as a guarantee.
- When booking at the Hotel Royal Savoy please be advised a minimum of two (2) room nights **must be reserved on 5 and 6 November 2018**.
- Delegates will be charged in Swiss Francs (CHF). The total amount due for your hotel reservation is to be paid directly at the hotel upon check in.
- Hotel room rates include breakfast and Wi-Fi/Internet.
- Any extras (minibar, telephone, etc.) will need to be paid by the delegate upon check-out.
- SportAccord will not be able to guarantee Official Hotel accommodation for reservations made after **20 September 2018**.

2.2 IF Complimentary Hotel Accommodation Booking

- Two (2) nights' accommodation (standard room) costs at a value of **CHF 309.20** (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 **for the two (2) nights of 5 and 6 November 2018**.
- 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, the credit card will only be charged in case of cancellation, "no-show" and early departure.
- The IF Complimentary Rooms must be booked before or **on 20 September 2018**. 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 **20 September 2018** will be charged in-full.

2.3 Hotel Accommodation Cancellation Policy

Individuals wanting to cancel a hotel room booking may do so by sending written notice to info@sportaccord.com:

- On or before **Friday 7 September 2018**: no room fee charged.
- After **Friday 7 September 2018**: 100% of room fees will be due.

*Please see full Refund Fee Details below.

3 Delegate Fee Payment

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

The accommodation charges due 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 implies 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.com, 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 2018 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 with regards to the IF Forum and SportAccord in general. Such communications will always include a clear, simple option to refuse, or 'opt-out' of such future communications.
- Appear in the event delegate list to be posted on both the event mobile application and our website. We will only disclose your photo, name, working title and organization on such 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, with the exception of 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, in particular 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 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, and 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.

For the purposes of fulfilling 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 into 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 and in compliance with the terms and conditions of SportAccord's Privacy Notice which forms part of this presents Terms and Conditions. SportAccord's Privacy Notice is available at the following link: <http://www.sportaccord.com/privacy-policy>. Registration and attendance at the IF Forum implies 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

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1007 Lausanne
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10 Summary of Key Dates

- Hotel Accommodation: Cancellation on or before **Friday 7 September 2018**: no room fee charged.
- Hotel Accommodation: Cancellation after **Friday 7 September 2018**: 100% of room fees will be due.
- Hotel Accommodation: **after 20 September 2018** SportAccord will not be able to guarantee Official Hotel accommodation.
- Hotel Accommodation: IF Complimentary Rooms must be booked before or **on 20 September 2018**.
- Hotel Accommodation: All IF hotel accommodation bookings made **after 20 September 2018** will be charged in-full.
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