



SportAccord Convention 2018
Bangkok, Thailand, 15 – 20 April 2018

Delegate Accreditation - Terms and Conditions

1 Delegate Accreditation - Terms and Conditions

1.1 Delegate Accreditation

The below outlined items are included in the Delegate Accreditation:

- Access to the SAC Mobile App and its networking tool for enhanced networking opportunities
- Receipt of the pre-event and post event e-Magazine
- Full access to the Conference Programme
- Full access to the Exhibition - including networking and lounge areas
- Access to the multiple Exhibition Cocktails
- Preferential Rates at Official Convention Hotels
- Delegate bag containing event information and the Event Guide
- Access to Opening and Closing events
- Free Wi-Fi access within the Convention Venue
- Complimentary Food and Drinks within the Convention Venue during the exhibition

1.2 Delegate Fee

The delegate fee excluding Value Added Tax (VAT) will be charged as outlined below:

- Normal Rate CHF 2'500 (excluding VAT)
- Late On-Site Rate CHF 3'000 (excluding VAT) from Saturday 24 March 2018.
- Promotional Rate(s) may apply.

1.2.1 Swiss Value Added Tax (VAT) 8% on Delegate Fee

Delegates whose address of the organisation is based in Switzerland will be charged the Swiss Value Added Tax (VAT) of 8% on the Delegate Fee.

1.3 Payment of Delegate Fee

1.3.1 Terms of Payment

- Delegates will be charged in **Swiss Francs** (CHF).
- All fees (Delegate Fee, Hotel Accommodation and Advertising Option(s)) generated during the online registration process are to be paid directly by credit card (Visa, MasterCard, Amex) through the online registration system.
- Swiss Valued Added Tax (VAT) of 8% will be charged on top of the Delegate Fee if the organisation is based in Switzerland.
- In your confirmation email, you will receive a link to your receipt.
- Delegates that have completed payment for the delegate fee will be confirmed.
- Only confirmed delegates will receive full access to all the above outlined items under point 1.1.

1.3.2 Cancellation Deadlines and Fees

Cancellation by the delegate:

- Individuals wanting to cancel a delegate accreditation may do so by sending written notice to: info@sportaccordconvention.com.
- If cancellation is made on or before 16 February 2018, 50% of the delegate fee will be refunded (the refund policy and fee from point 11 will apply).
- If cancellation is made as of 17 February 2018, 100% of the fee will be retained by SportAccord Convention.

Cancellation by SportAccord Convention:

- **Important Note:**
SportAccord Convention reserves the right to change or cancel your registration in full or in part (i.e. delegate accreditation, advertising options, hotel reservation, social/cultural activities). In case of any change to your registration, you will be duly notified of this in writing.
- If SportAccord Convention cancels your registration, the delegate fee paid will be refunded and the refund policy and fee will not apply.

1.4 Registration, Confirmation and Modifications

1.4.1 Registration Confirmation Email

- Having completed your registration, you will receive a confirmation email.

1.4.2 Modify your registration

- The confirmation email contains a link allowing the delegate to modify certain elements of their registration.
- If a delegate for whatever reason does not manage to modify their online registration record, please send an email to info@sportaccordconvention.com.

1.4.3 Substitution and Substitution fees

- Having paid for your delegate accreditation, if for unforeseen circumstances you are no longer able to attend SportAccord Convention 2018, you will be permitted a name change (to someone else within your organisation) until 30 March 2018 at no additional cost.
- After 30 March 2018, name changes/substitutions will be charged to the delegate at an additional cost of CHF 250.

2 Hotel Reservation and Payment - Terms and Conditions

2.1 Hotel Rooms in Official Convention Hotels

- SportAccord Convention will not be able to **guarantee accommodation in Official Convention Hotels** for reservations made **after 26 February 2018**.

2.2 Hotel Room Rates

- In the registration system, the room rates are indicated in Swiss Francs (CHF) and Thai Baht (THB).
- Hotel room reservations are charged in CHF, the price in THB is for reference. Room rates may change depending on current exchange rate.
- Hotel Room Rates are per night and include Breakfast and Wi-Fi access.
- The Thai Value Added Tax (VAT) and Services Tax is included in the hotel room rate.
- Hotel Room Rates do not include any extras.
- Any **extras** (minibar, telephone, etc.) will need to be paid by the delegate upon **check-out**.
- The hotel will provide you with a receipt for the payment of your extras.

2.3 Terms of Payment and Guarantee of Hotel Reservation

- To book and guarantee your hotel reservation for SportAccord Convention 2018, all hotel room nights are to be paid in full through the online registration system of SportAccord Convention 2018 via online credit card payment.
- Your hotel booking through the online registration system of SportAccord Convention 2018 implies consent to your credit card details being utilised to charge your credit card in case of cancellation or no show.

2.4 Hotel Reservation - Cancellation Deadlines and Fees

Individuals wanting to cancel a hotel room reservation may do so by sending written notice to: accommodation@sportaccordconvention.com

- **On or before Monday 26 February 2018:** the paid room fee will be refunded (the refund policy will apply).
- **Between 27 February and 12 March 2018:** one (1) night room fee will be retained and any other booked room nights will be refunded (the refund policy will apply).
- **After Monday 12 March 2018:** 100% of room fees will be retained.
- **In case of a 'no-show' or early check out:** 100% of room fees will be retained.
- **When penalties apply:** the amount due will be retained or immediately charged by SportAccord Convention and you will receive an email with a link to your receipt by email.

2.5 IF Complimentary Hotel Room Reservation – Terms and Conditions

- One (1) **IF Complimentary Room per International Federation (seven (7) nights, in a Standard Room** for Single Occupancy cost) will be available in the **Centara Grand Hotel** (ASOIF, AIOWF, ARISF, AIMS and Associate Members).
- Additional hotel rooms can be booked at any of the Official Hotels at the charge of the International Federation. Each IF is entitled to a **maximum of 2 rooms (1 IF Complimentary Room and 1 Paying Room) in the Centara Grand Hotel** (ASOIF, AIOWF, ARISF, AIMS and Associate Members).
- The IF Complimentary Room is available for use between **14 April (earliest check-in date) and 21 April (latest check-out date), 2018**.
- Any hotel room nights booked outside of the above-mentioned **period (between 14-21 April 2018)** will be charged to the delegate.
- Please note that hotel terms and conditions still apply to the IF Complimentary Room.
- IF Complimentary Rooms and IF Paying rooms in the Centara Grand Hotel **must be booked on or before Wednesday 31 January 2018**. If you have not booked by then, your IF Rooms will be released.
- **All IF hotel reservations made after 31 January 2018 will be charged in full.**
- The overall Hotel allocations of the room(s) depend on availability.

3 Media Accreditation – Access to Media Working Room

Only delegates with a Media Accreditation will have access to the Media Working Room.

4 Accompanying Guest

As an Accompanying Guest, you will have access to the two below outlined Official Schedule elements of SportAccord Convention 2018:

1. Official Opening Ceremony
2. Closing Event

If an Accompanying Guest wishes to have access to any other Official Schedule element of the Convention, the Conference Delegate will be charged.

These terms and conditions (except for point 1.1 and 1.2) apply to an Accompanying Guest Accreditation.

5 Meeting Room(s) Fee and Functions in Venue and Official Convention Hotels

Please be informed that meeting rooms and functions are available and shall only be organised by SportAccord Convention for Partners in the Venue and Official Convention Hotels.

6 Visa

- It is the delegate's responsibility to obtain an entry visa for Thailand.
- If the visa is not granted, the **Cancellation Policies** for SportAccord Convention 2018 will still apply.

7 Wi-Fi or wired internet connection – personal responsibility and illegal activity

By using the SportAccord Convention Wi-Fi or wired internet connection, you agree to be bound by the terms and conditions set forth in these Terms & Conditions.

You are personally responsible for any misuse of the network connection and any misuse can be traced back to you.

The use of your network connection for any activity that violates any local, state, federal, or international law, order or regulation is a violation of these Terms & Conditions.

Prohibited activities include, but are not limited to:

- Posting or disseminating material which is unlawful (such as child pornography or obscene material).
- Disseminating material which violates the copyright or other intellectual property rights of others. You assume all risks regarding the determination of whether material is in the public domain.
- Pyramid or other illegal solicitation schemes.
- Any fraudulent activities, including impersonating any person or entity or forging anyone else's digital or manual signature.

8 Copyright and Image Release

Registration and attendance of the SportAccord Convention 2018 implies consent to:

- The logo uploaded in the online registration form can be used in multiple SportAccord Convention platforms. SportAccord Convention website, the delegate list #SAC 2018 and SportAccord Convention Mobile App.
- Your ID Photo uploaded in the online registration form to be used for your Accreditation Badge, the Networking Tool, SportAccord Convention website, the delegate list #SAC 2018 and SportAccord Convention Mobile App.
- Be photographed/video recorded and permission for photos/videos to be used by SportAccord Convention and its partners.
- The photographs taken and live broadcast Programmes produced during the SportAccord Convention 2018 shall constitute derivative works which shall belong exclusively to the Organisers, and hereby assigns to the Organisers, 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 Convention, whether copyrightable or not, along with all other confidential rights resulting therefrom.
- The Organisers shall have the exclusive right to produce, exploit and broadcast on the world wide web, radio and television (including, but not limited to SportAccord Convention TV, www.sportaccordconvention.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 SportAccord Convention 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 Organisers.

9 Intellectual Property

The Organiser shall provide the Participants with catalogues, periodicals, networking possibilities, 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.

10 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, including over the Networking Tool (Networking Tool).
- If a delegate has opted out of the Networking Tool, the delegate will not be a part of the Networking Tool.

11 Refund Policy and Fee

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

12 Swiss Value Added Tax (VAT)

According to Swiss law, delegates whose address of the organisation is based in Switzerland will be charged eight (8%) VAT on the delegate fee and any other Advertising options by SportAccord Convention.

13 Summary of Deadlines:

Please find below in chronological order a summary of the deadlines outlined in these Terms and Conditions:

- Accommodation - IF Complimentary Rooms and IF Paying rooms in the Centara Grand Hotel must be booked on or before Wednesday 31 January 2018.
- Delegate Accreditation - If cancellation is made on or before 16 February 2018, 50% of the delegate fee will be refunded (the refund policy and fee from point 12 will apply).
- Delegate Accreditation - If cancellation is made as of 17 February 2018, 100% of the fee will be retained by SportAccord Convention.
- Accommodation - On or before Monday 26 February 2018: the paid room fee will be refunded (the refund policy will apply).
- Accommodation - Between 27 February and 12 March 2018: one (1) night room fee will be retained and any other booked room nights will be refunded (the refund policy will apply).
- Accommodation - After Monday 12 March 2018: 100% of room fees will be retained.
- Delegate Accreditation - Late On-Site Rate CHF 3'000 from 24 March 2018.
- Delegate Accreditation - After 30 March 2018, name changes/substitutions will be charged to the delegate at an additional cost of CHF 250.

14 Cultural Activities - Terms and Conditions:

All tour prices include the following:

- English speaking guide
- Transport
- Insurance
- Admission fees
- Thai VAT
- Services Tax.

Payment in full is required to confirm your cultural activity reservation.

Tours are assigned on a first - come, first - served basis with limited availability.

14.1 Additional Information

- Tours may be cancelled at the discretion of SportAccord Convention should there be insufficient number of participants. In the case of cancellation, delegates will be contacted and refunded.
- Please note, all refunds will be processed and paid after the Convention with no refunds being made for 'no-shows'.
- Final details of all activities will be communicated prior to the event via email.
- All tours will operate with a 'rain-or-shine' system, with no refunds being given due to weather conditions.

14.2 Cultural Activities Cancellation Policies

- Individuals wanting to cancel a paid tour must provide written notice to SportAccord Convention via email at info@sportaccordconvention.com before the 30 March 2018.
- Before or on 30 March 2018: Refunds will be processed but an administration fee of 3% will be deducted.
- After 30 March 2018: No refunds will be made.

For questions or more information regarding Cultural Activities for the SportAccord Convention, please contact info@sportaccordconvention.com .

15 SportAccord Convention Contact Details

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