



TERMS & CONDITIONS FOR INDIVIDUALS

REGISTRATION

- **WOC2018 Show Special registrations** will be accepted until **Saturday, 31 July 2018**, midnight GMT+2.
- Early-bird Registration fees will apply until **Monday, 8 April 2019** midnight GMT+2.
- As of **Tuesday, 9 April 2019**, midnight GMT+2, **Pre-registration fees apply** for every new registration.
- After **Monday, 6 April 2020** midnight GMT+2, and **on site, Late registration fee applies** for every new registration.

PAYMENT CONDITIONS:

Full payment of all items is requested when registering (by credit card or by bank transfer). No confirmation or invitation letter will be sent until CULLINAN/GROSVENOR TOURS has received the payment.

Registration Modification & Cancellation Conditions:

All cancellations are to be sent to CULLINAN/GROSVENOR TOURS in writing (fax, letter, or email).

For cancellations received up until **Monday, 6 April 2020 midnight GMT+2**, fees will be refunded less **US\$ 100 (and equivalent in South African Rand)** for administrative costs. **After this date, no refunds will be possible.**

A handling fee of **US \$25.-** per registration will be charged for every registration modification received after **Monday, 6 April 2020**.

If you are unable to attend the congress because you were denied a visa, you will be granted a refund only if you submit a copy of your visa rejection letter and proof that you applied for a visa no later than 27 March 2020. Attendees requiring a visa are encouraged to apply as soon as possible. If you meet these conditions, a refund will be issued less the cancellation administrative fee above. **Please note that no refunds will be issued for additional fees paid for express shipping of invitation letters and/or Accompanying Person registration cancellation due to visa denial.**

REGISTRATION SUBSTITUTION CONDITIONS:

Registration fees may not be transferred to another person. Anyone unable to attend the congress after paying must cancel his/her registration. The registration fee will be refunded if the request is received prior to the cancellation deadline date. The new registrant must then register separately and pay the appropriate registration fee. If you are a speaker substitution, the same policy applies. The original speaker must register for the congress and then cancel

(refund amount will depend on when the cancellation occurs) before the substitution can be processed. The new speaker must then register and pay the applicable rate.

BADGE REPRINT CONDITIONS:

If a badge is lost or forgotten, an administrative fee of **US \$25.-** will be charged for the reprint of the badge after identity verification (passport, driving license or other recognized identification document).

REGISTRATION REFUND CONDITIONS:

Refunds will be processed 3-5 weeks after the congress. Without exception, all valid requests for refunds must be received in writing no later than 5 days after the end of the congress.

CULTURAL NIGHT CANCELLATION CONDITIONS:

- Cancellations can be made free of charge until **26 May 2020** midnight GMT+2. After this date, no refunds will be possible.

CULLINAN/GROSVENOR TOURS reserves the right to cancel or modify the networking program if the minimum participation is not attained or due to factors beyond the control of the organisers. In the event of such cancellations, any excursion payments will be refunded after the congress.

VAT (if applicable):

* You are paying a Value Added Tax (VAT) on the Congress registration fee because VAT must be charged in the country hosting the Congress.

GENERAL CONDITIONS

METHODS OF PAYMENT:

- **Credit card:** only Eurocard/MasterCard, Visa and American Express are accepted.
- **Bank transfer** – please make your payment to:
Bank Name: Northern Trust, NA
580 California Street, Suite 18000
San Francisco, CA 94104 USA
Routing #: 122242173
Account: 2840346377
Swift Code: CNORUS44 (for USD payments and all other currencies)
Account Title: International Council of Ophthalmology

All payments are to be made in US Dollars through June 2018. After that date, rates will be converted to South African Rand. VAT may increase without notice and any such change will be reflected in final rates.

Please indicate the participant's name and **"WOC2020"** on ALL payments. **All costs are to be borne by the ordering customer to send and for CULLINAN/GROSVENOR TOURS to receive payment.**

- Payment by personal cheques are not accepted.

INSURANCE AND LIABILITY:

It is recommended that participants obtain adequate cover for travel, health and accident insurance before they depart from their country. WOC2020 and CULLINAN/GROSVENOR TOURS as organizers cannot accept responsibility for personal injuries, or loss of, or damage to, private property belonging to the congress participants and accompanying persons

WOC2020, CULLINAN/GROSVENOR TOURS, Venue and Hotels are not responsible for either the partial or total non-execution of the contract in the event of accident, natural disaster (either threatened or actual) in war, curtailment or interruption of transportation facilities, threats or acts of terrorism, governmental travel or terrorism advisory, Strikes, Lock out, civil disturbance, the issue of a Travel Warning by the World Health Organization or any other cause beyond the parties' control which prevents the Hotel and /or venue from accommodating the clients of CULLINAN/GROSVENOR TOURS for the event or if for the same reasons the event is cancelled by CULLINAN/GROSVENOR TOURS.

The Organisers may at their entire discretion repay the delegate fee or Service Charge paid by the Delegate or Exhibitor, or part thereof, but shall be under no obligation to repay the whole or part of such Delegate fee or Service Charge, and shall be under no liability to the Delegate or Exhibitor in respect of any actions, claims, losses (including consequential losses), costs or expenses whatsoever which may be brought against or suffered or incurred by the Delegate or Exhibitor, as the result of the happening of any such event.

FORCE MAJEURE:

CULLINAN/GROSVENOR TOURS and the Hotels are not responsible for either the partial or total non-execution of the contract in the event of accident, an act caused by a third party, such as Acts of God including, without limitation, credible threats of natural disaster in the geographic vicinity of the Hotel, war, curtailment or interruption of transportation facilities, threats or acts of terrorism or similar acts, governmental travel advisory, a governmental elevation of the terrorism alert level, civil disturbance, the issue of a Travel Warning by the World Health Organization or any other cause comparable events or disaster beyond the parties' control which prevents the Hotel from accommodating the clients of CULLINAN/GROSVENOR TOURS for the event or if for the same reasons the event is cancelled by CULLINAN/GROSVENOR TOURS.

AGE LIMITATION

Please note that underage children are not allowed access into the exhibition hall nor the scientific sessions.

PHOTOGRAPHY, AUDIO AND VIDEO RECORDING

WOC2020 is held in a public space, therefore we do not prohibit participants, exhibitors, sponsors, news organizations and other companies from photographing or video or audio-taping activities. WOC2020 reserves the right to use images taken at the congress with your photograph and/or likeness in future marketing materials.

BADGE SCANNING

You may be asked to scan your badge either at exhibit booths and/or session rooms but please note scanning of your badge is optional. When your badge is scanned by exhibitors and/or sponsors during WOC2018, you are opting-in to receiving communications from that entity. You will be subject to their communications and privacy policy and must opt-out with them directly.

PRIVACY STATEMENT

For information about our privacy policy, see http://www.icoph.org/privacy_policy.html

To request that we remove your name from future print mailings, send a written request, specifying the name, company name and address you are requesting to have removed from the mailing list, to info@icoph.org.

By registering for WOC2020, you are allowing the ICO to communicate with you via email, text and social media (depending on what information is shared with the organization).