



## PSI CONFERENCE 2017 TERMS & CONDITIONS - INDIVIDUAL REGISTRATION & HOUSING

### General conditions

### REGISTRATION

- **Early registrations** will be accepted until **Monday, 27 February 2017**, midnight CET.
  - Should your registration **remain unpaid the 27 February 2017**: Early registrations **will be upgraded to the Pre-registration fee**.
- As of **Tuesday, 28 February 2017 advanced fees apply** for every new registration.

### Payment conditions

All payments are to be made in GBP (£) upon receipt of the invoice. Please indicate the participant's name and "Conference name + Year" on all payments.

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 MCI Suisse SA has received the payment.

After **Tuesday, 11 April 2017**, only payments by credit card will be accepted.

### Registration modification & cancellation conditions

All cancellations are to be sent to MCI Suisse SA in writing (fax or email). For cancellations received before **Tuesday, 11 April 2017** deposits will be refunded less **GBP 80.-** for administrative costs. After this date, no refunds will be possible

A handling fee of **GBP 40.- per registration** will be charged for every registration modification received **after Tuesday, 11 April 2017**.

If a badge is lost or forgotten, an administrative fee of **GBP 80.-** will be charged for the reprint of the badge after identity verification (passport, driving license or other recognized identification documents).

### Cancellation of Registration

Cancellations received before **Tuesday, 11 April 2017**, Midnight CET: **GBP 80.-** per participant.

Cancellations received after **Tuesday, 11 April 2017**: **No payments will be refunded**.

### Cancellation Courses

Cancellations received before **Tuesday, 11 April 2017**, Midnight CET can be made free of charge. After this date, **no payments will be refunded**.

## **Refund**

Refunds will be made after the conference by bank transfer or credit card according to your pre-payment method.

## **ACCOMMODATION**

MCI acts as an agent for accommodation bookings and **PSI Conference** accepts no responsibility for any recommendations given or any transactions made.

### **Payment conditions**

**Important:** For hotel bookings, a deposit payment covering the full stay is required with your reservation. Your booking will be confirmed upon receipt of your hotel deposit.

Additional expenses such as mini-bar and telephone, must be paid directly to the hotel when checking out.

From **Wednesday 12 April 2017**, only payments by credit card will be accepted.

### **Modification & Cancellation conditions**

Any enquiries or requests for additional information, modifications or cancellations to room reservations should be addressed to MCI in writing (fax or email). Please do not contact the hotel directly.

### **Cancellation conditions**

- In the event of a cancellation up to Wednesday 22 March 2017 : 50% of the full stay will be charged in case of cancellation
- From Thursday 23 March 2017 : 100% of the full stay will be charged in case of cancellation

### **Check-in/Check-out Time**

Hotel check-in time is 14:00 Monday-Thursday and Sunday, and from 15:00 Friday-Saturday. Should you wish to check-in earlier, extra costs may apply. If arriving after 20:00, please notify MCI Suisse SA in advance.

Check-out time is 11.00. Should you wish to check-out later, extra costs may apply.

Early check-ins and late check-outs cannot be guaranteed free of charge.

## GENERAL CONDITIONS

### Methods of payment:

- **Credit card:** only Eurocard/Mastercard, Visa and American Express are accepted.
- **Bank transfer** – please make your payment to:

**MCI SUISSE SA**, rue de Lyon 75, 1211 Geneva 13, Switzerland  
Bank : UBS SA, 35 Rue des Noirettes, 1227 Carouge (Geneva) - Switzerland  
Account number EUR: 240-369393.79A  
Clearing: 240  
Swift Code: UBSWCHZH80A  
IBAN: CH55 0024 0240 3693 9379 A

All payments are to be made in pound sterling (GBP/£). VAT may increase without notice and any such change will be reflected in final rates.

Please indicate the participant's name and **PSI Conference 2017** on ALL payments. **All costs are to be borne by the ordering customer.**

- 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 countries. **PSI Conference** and **MCI** as organizers cannot accept responsibility for personal injuries, or loss of, or damage to, private property belonging to the conference participants and accompanying persons

**PSI Conference**, MCI, Venue and Hotel 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 MCI for the event or if for the same reasons the event is cancelled by MCI.

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.

### Visa

You do NOT need a visa for the United Kingdom for business, personal visits or tourism if you are:

- a citizen of an EU country
- a citizen of Norway, Switzerland, Iceland
- from a country listed on the Foreign Ministry list
- not staying more than 90 days

In this case, a passport or ID Card valid for the duration of your stay is sufficient. For more detailed information, please visit: <https://www.gov.uk/browse/visas-immigration>.

Citizens of other countries may need a visa. Please contact your travel agent or the nearest UK diplomatic authorities for further information. If you should need a visa, please apply early enough to allow sufficient handling time to the authorities.

During the reservation process, please tick the box and fill in the corresponding questionnaire in order to receive your Visa invitation letter. Please note that the VISA invitation letter will only be sent to participants who have paid their reservation fee.

Force majeure:

MCI and the Hotel 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 MCI for the event or if for the same reasons the event is cancelled by MCI.

Closure of a hotel:

Should above mentioned offered hotel(s) close between the date the contract was signed and the start of the event, MCI will do its utmost to offer alternative options to the client. If the client confirms such an alternative option, MCI will not be responsible for any difference in rates. Should the client decline the option and book in another hotel outside of MCI's block, pre-payments made by the client for the closing hotel(s) would be reimbursed by MCI.