



## ISNS 2018 - APPLICABLE RULES FOR GROUP REGISTRATION

### GENERAL CONDITIONS

#### Insurance and liability:

It is recommended that participants obtain adequate cover for travel, health and accident insurance before they depart from their countries. **The International Society of Neonatal Screening** and **MCI Geneva office** as organizers cannot accept responsibility for personal injuries, or loss of, or damage to, private property belonging to the Meeting participants and accompanying persons

**The International Society for Neonatal Screening**, 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.

#### Minimum age

Registration and/or admittance to the Meeting, shall be limited solely to participants who are 18 years of age or older, due to current health and safety regulations and legislation in effect. Any registration by anyone who is under 18 is unauthorized and in violation of these Terms and Conditions and will automatically result in the

#### Images and recordings

*As a registered attendee of the Meeting, all attendees agree:*

- *To grant permission for ISNS and MCI to use your likeness in a photograph or video in any and all of its publications and presentations, including website entries, without payment or any other consideration.*
- *To authorize ISNS and MCI to edit, alter, copy, exhibit, publish or distribute the photograph or video for purposes of publicizing ISNS 's programs or for any other lawful purpose.*
- *To waive the right to inspect or approve the finished product, including written or electronic copy, wherein your likeness appears.*
- *That these materials will become the property of ISNS and MCI.*

## Data management:

**Names** of all participants (registration and/or accommodation) must be submitted and reservations assigned online **before Wednesday, 12 September 2018**.

The Group Leader hereby commits to manage group registrations and hotel reservations using the tools proposed by the official registration bureau. The B-Com portal will be used to respect relevant registration and, if applicable, accommodation deadlines. Access to this tool will be provided upon full payment of deposits required.

Contact information is to be entered in the system including the full coordinates of the participant of the Meeting. No generic agency coordinates will be accepted if reservations are handled by a third party or on the behalf of a sponsor. Reservations for registration and/or housing will then be assigned and updated through the B-Com portal and managed by the Group Leader or its internal representative.

MCI, as the Official Registration and Housing Bureau will not be responsible for entering contacts' coordinates nor assigning services on behalf of the entity hereby engaged in this contract.

Should the Group Leader or the entity engaged in the present contract choose not to proceed with the proposed online tools, MCI will charge a handling fee of **EUR 40.-** per participant, provided that the full coordinates are supplied.

## Data Privacy Policy

The group leader agrees and warrants that:

- a. the personal data have been collected, processed and transferred and will continue to be collected, processed and transferred in accordance with the relevant provisions of the applicable data protection law (and, where applicable, has been notified to the relevant authorities);
- b. the transfer to, and processing by, MCI pursuant to this Agreement is not prohibited by a statutory or contractual duty of confidentiality;
- c. prior to any transfer of personal data, it has informed the data subjects and has complied with any notification and/or registration set forth by the applicable data protection law; in particular, the intended purposes of the collection, processing and transfer of personal data have been communicated to the data subjects;
- d. the data subjects are provided with their right of access, correction, blocking, suppression or deletion as available under applicable data protection law;
- e. it has taken and will take all reasonable measures to verify the correctness of the personal data and ensure that incorrect or incomplete personal data will be corrected, completed or destroyed prior any transfer of such data to MCI;
- f. it will inform MCI of any specific requirement from any data subject or any relevant authority on how personal data should be processed;
- g. it will inform without delay MCI of any request from any data subject or any relevant authority to rectify, update or delete any personal data;
- h. after assessment of the requirements of the applicable data protection law, it will ensure that the security measures are appropriate to protect personal data against accidental or unlawful destruction or accidental loss, alteration, unauthorized disclosure or access, in particular where the processing or transfer involves the transmission of data over a network, and against all other unlawful forms of processing, and that these measures ensure a level of security appropriate to the risks presented by the processing and the nature of the data to be protected having regard to the state of the art and the cost of their implementation;
- i. it will provide MCI, when so requested, with copies of relevant data protection laws or references to them of the country in which the [group leader] is established.
- j. it will respond to enquiries from data subjects and authorities concerning processing of personal data by MCI;
- k. it will notify without delay MCI of any actual, potential or alleged breach of the provision of this Clause;

The group leader hereby commits with the present Data Protection and Privacy Policy. [https://www.mci-group.com/~media/Files/Media\\_Center/Data-Protection/Data-Protection-and-Privacy-Policy-March-2017-final.ashx](https://www.mci-group.com/~media/Files/Media_Center/Data-Protection/Data-Protection-and-Privacy-Policy-March-2017-final.ashx)

## **Visa**

If you should need a visa, please apply early enough to allow sufficient handling time to the authorities. For more detailed information, please visit: <http://www.slovak-republic.org/visa-embassies/of-slovakia/>

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.

## **Methods of payment:**

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

### **Beneficiary Name:**

MCI SUISSE SA  
9 Rue du Pré-Bouvier  
1242 Satigny,  
Geneva, Switzerland

### **Bank Name:**

UBS SA  
35 rue des Noirettes  
1227 CAROUGE  
N° de compte UBS EUR : 240-369393.71L  
IBAN : CH18 0024 0240 3693 9371 L  
SWIFT: UBSWCHZH80A

All payments are to be made in Euro (EUR/€). VAT may increase without notice and any such change will be reflected in final rates.

Please indicate your group name, reference number (ex.ISNS2018-G/XX) and "ISNS 2018" on ALL payments. **All costs are to be borne by the ordering customer.**

- **Credit card:** Please note that the merchant name that would appear on your credit card statement would be "MCI Group Satigny CHE".  
Should the amount to be paid be over EUR 1'500.-, we will charge an extra 4% of the amount due.  
Only Eurocard/Mastercard, Visa and American Express are accepted.
- Payment by cheques are not accepted.

## **REGISTRATION**

- **Early registrations** will be accepted until **Wednesday, 25 July 2018**, midnight CET.
  - Should your registration **remain unpaid the Wednesday, 8 August 2018**: Early registrations **will be upgraded to the Pre-registration fee.**
- As of **Thursday 26 July 2018**, **Pre-registration fees apply** for every new registration.
  - Should your registration **remain unpaid the Wednesday, 10 October 2018** Pre-registration fees will be **upgraded to the Onsite registration fee.**
- After **Wednesday, 03 October 2018 Onsite registration fee applies** for every new registration.

ISNS 2018 C/O MCI - Phone: +41 22 33 99 723 - Fax: +41 22 33 99 631  
Email: [isns.reghot@mci-group.com](mailto:isns.reghot@mci-group.com) – Official website: <http://isns2018.com>

### **Payment conditions:**

An invoice to be settled upon receipt will be issued upon written confirmation. **This invoice will act as a contract, and once issued, the below payment and cancellation conditions will apply.**

All payments should be made before the beginning of the Meeting; otherwise, badges will not be given to the group leader or participant(s). Badges will be not given to the participant(s) in the event that the final invoice has not been settled before the Meeting.

Modifications and/or new registrations made on-site will require immediate payment (by cash or credit card).

In accordance with DIRECTIVE 2011/7/EU, late payment interest will be charged in the amount of 8% above the European Central Bank's base reference rate.

Refunds will be made after the end of the Meeting, once your final balance invoice is issued. All refunds will be made by bank transfer.

### **Group registration procedure:**

Upon receipt of your payment, we will send you an email with an internet link giving you direct and personalized access to our group registration tools.

In your personalized area, you will be able to enter the personal details of each of the participants of your group.

You will have plenty of time **until Wednesday, 12 September 2018, midnight CET** to complete the submission of your list of participants.

All modifications and cancellations are to be communicated by e-mail to MCI for processing (for related costs, please refer to the applicable rules listed below).

### **Registration modifications and cancellations:**

All modifications and cancellations are to be communicated by e-mail to MCI for processing (for related costs, please refer to the applicable rules listed below).

#### Registration cancellations:

Cancellations received up to **Wednesday, 12 September 2018, Midnight CET: refund less 25% administrative charge.**

Cancellations received after **Thursday, 13 September 2018: No payments will be refunded.**

#### Registration modifications:

Modifications received after the **Wednesday, 12 September 2018: EUR 20.-** per registration modification.

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

#### Cancellations of Networking programme ISNS Meeting Dinner:

For cancellations received before **Tuesday, 14 August 2018**, deposits will be refunded. After this date, no refunds will be possible.

## ACCOMMODATION

BRATISLAVA attracts many tourists, and due to the high demand for accommodation during this period, reservations will be made on a first-come, first-served basis. We recommend booking before **Wednesday, 12 September 2018** to ensure availability.

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

### **Group payment conditions**

50% of the total amount due to confirm the reservation

100% of the total amount due before **Tuesday, 04 September, 2018**

In accordance with DIRECTIVE 2011/7/EU, late payment interest will be charged in the amount of 8% above the European Central Bank's base reference rate.

After **Wednesday, 05 September 2018**, only payments by credit card will be accepted.

### **Accommodation modification & cancellation conditions**

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

### **Cancellation conditions**

As liquidated damages, cancellation charges are calculated on projected charges (*per hotel, per night, subject to all applicable taxes*). In the event of total or partial cancellation of unused rooms in the block:

#### **Radisson BLU Carlton Hotel Bratislava**

- ✓ From confirmation to Wednesday, August 01, 2018: 100% of the rooms can be cancelled free of charge
- ✓ From Thursday, August 02, 2018 to Wednesday, September 05, 2018: 55% of the total amount due is non refundable
- ✓ From Thursday, September 06, 2018 to Wednesday, September 26, 2018: 80% of the total amount due is non refundable
- ✓ From Thursday, September 27, 2018 100% of total amount due is non refundable.

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

Hotel check-in time is 15:00. 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 12:00. Should you wish to check-out later, extra costs may apply.

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

### **No-Show**

According to MCI's deposit conditions, the full stay must be paid for all reservations prior to each guests arrivals.

In case of no-show, for bookings guaranteed for the full stay, the room will be kept by the hotel. Please note that MCI will not send specific communication regarding the guests who have not checked-in on their confirmed arrival date. Should the group leader wish to receive such information, please contact MCI.

Should you be informed of any delay/late check-in or cancellation, please inform MCI as soon as possible.

### **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.