



REGISTRATION TERMS AND CONDITIONS

Confirmation

Upon completion of your online registration, you will be sent a confirmation and invoice by email. The confirmation is sent to the email address provided on the registration form and will show whether we have received your payment.

Payment

All costs referred to are in Euro (€). All payments must be made in Euro (€); no other currency will be accepted. The full registration fee has to be received before the start of the conference.

Invoice

Only digital versions of invoices will be sent to participants upon completion of the online registration. The invoice will be issued using the contact details provided on the registration form so please make sure you have provided us with the correct information.

Payment by Credit Card

The online registration platform is a secured site. VISA, Eurocard/MasterCard and AMEX are the only credit cards accepted. Please enter all relevant information on the registration form. Upon completion of the online registration process, you will receive a paid invoice (receipt) by email. Payment by credit card is highly recommended; your registration is immediately confirmed.

Payment by Bank Transfer

Upon completion of the online registration process, you will receive an invoice for your registration fee by email. This invoice includes all payment instructions as well as your registration number to mention as reference of the payment. Upon receipt of your payment, your registration will be confirmed to you by email. Payment details for the hotel deposit will be sent to you by separate email within two working days of receipt of your registration.

Cancellation of Conference Registration

In the event of cancellation, written notification must be sent by email to ECAI2016@mci-group.com. The following refund conditions apply:

- In case of cancellation before or on July 5, 2016, the registration fee will be refunded with a deduction of € 50, - as administration charge.
- In case of cancellation after July 5 and before or on July 31, 2016, the registration fee will be refunded with a deduction of 50% of the registration fee as cancellation fee.
- The registration fee will not be refunded for cancellations received after July 31, 2016 or no-shows.

All refunds will be processed after the conference.

Name Changes

Name changes are possible free of charge before July 31, 2016. In case of a name change after July 31, 2016 an administrative fee of EUR 50, - will apply. Name changes are only accepted for persons working for the same company replacing a registered colleague. Name change participants agree to take over all booked programme items of the originally registered participant.

For each name change you must notify the Conference Secretariat by email to ECAI2016@mci-group.com.

Conference Secretariat:

MCI Amsterdam – Schipluidenlaan 4 – 1062 HE Amsterdam – The Netherlands
Tel: +31 (0)20 570 96 00 – Fax: +31 (0)20 673 7306 – E-mail: ecai2016@mci-group.com



Invitation Letter for Visa Application

All delegates requiring a letter of invitation for visa application purposes may request this letter during the online registration. We will not be able to issue any letter of invitation without receiving the registration and the payment of the required registration fees. Please note that the organisers will not be able to contact or intervene with any Embassy or Consulate office on behalf of a delegate. ECAI2016 cannot be held responsible if your visa is not approved and registration fees cannot be remitted.

Photographs, Audio and Videos

ECAI2016 reserves the right to photograph, audio and videotape the Conference and participants and to use such photographs, audio and videos in any internal and external communication referring to the Conference or ECAI2016, such as on its websites and intranet, or other publications. By registering you consent to such uses.

Data Protection

By registering to this event, you agree that your personal data will be processed by ECAI2016 and the Conference registration office, for registration and handling purposes, and to send you information in connection to ECAI2016 events. If you do not submit the data indicated as 'required', we cannot complete your registration. You have the right to access and rectify your personal data by contacting the registration office (MCI Amsterdam) by email to ECAI2016@mci-group.com.

Insurance and Liability Disclaimer

The Conference organiser (MCI Amsterdam) works as an agent on behalf of ECAI2016. Neither the Conference organiser nor ECAI2016 may be held responsible for any loss, injury or damage to any property, whatever the cause may be. Liability of persons and enterprises providing means of transportation or other services, however, remains unaffected.

It is recommended that participants obtain adequate cover for travel, health and accident insurance before they depart from their countries. ECAI2016 and the Conference organiser as organisers cannot accept responsibility for personal injuries, or loss of, or damage to, private property belonging to the Conference participants and accompanying persons.

Should, for any reason outside the organisers' control (including but not limited to acts of terrorism, extreme weather conditions and/or industrial action) the venue or speakers change, or the Conference be cancelled, the organisers will endeavour to re-schedule, but shall not be held responsible for any costs, damages or expenses incurred by registrants. If for any reason the organisers decide to make material changes to this event, they are not responsible for airfares, hotels or other costs incurred by registrants. The participant takes part in the event, all tours and trips at their own risk. Further, the organisers may not be held liable for any costs or damages incurred resulting from acts outside of their control including but not limited to force majeure, strikes and/or public manifestations. Only written arrangements are binding. The sole legal venue is Rotterdam. Registration of a participant entails acceptance of these conditions.

In any disputes that may arise concerning the execution or interpretation of the present General Regulations, both parties agree that they will be subject to Dutch law and that the commercial courts of Amsterdam will be competent, without prejudice to ECAI2016's right to initiate proceedings under the laws and before the courts of the participant's registered office in the event any sums are due by the participant to ECAI2016.

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HOTEL BOOKING CONDITIONS

Room Rates

All rates are the lowest available for standard rooms during the period of the Conference. They are payable in Euro (€) and they all include all applicable taxes and some of them breakfast. All taxes are subject to change.

Reservation and Payment

For individual bookings (up to 9 rooms), a deposit payment for the first night must accompany your reservation. Your booking will be confirmed upon receipt of your hotel deposit. This prepaid deposit will be deducted from your final hotel invoice when checking out from the hotel. Potential additional incidents, such as mini-bar and telephone, must be paid directly to the hotel upon check-out.

Special requirements (as double room, twin room, smoking room) concerning the hotel rooms will be available upon request, and cannot be guaranteed.

Standard check in time at hotels is 14.00 or 15.00 hours, depending on the hotel. Check-out time is 11.00 or 12.00 hours. Should you need a guaranteed early arrival (before 14.00 hours) or a late departure (after 12.00 hours), an additional night is required to be booked and paid for.

Changes, No Shows and Cancellation Charges

Any enquiries or requests for additional information, modification or cancellations to room reservations should be addressed to MCI Amsterdam in writing (fax, letter or e-mail). Please do not contact the hotel directly, as they will not accept any changes or cancellations made directly.

In the event of cancellation up to July 15, 2016, deposits will be refunded less €45,- for administrative costs. After this date, no refunds will be possible. In the event of late cancellations after July 15, 2016, MCI Amsterdam reserves the right to charge the full stay for cancelled rooms, cancelled nights or no-shows if the hotel room cannot be resold. Any modification to a reservation done after July 15, 2016 will be charged €45,- per modification.

In case of a no show, the hotel will guarantee your room until 12.00 hours the day after your check-in date. In case of an early departure, the hotel is entitled to charge for the total value of the reservation - including the cancelled night(s).

Reference Number and Hotel Voucher

For your own convenience and to facilitate the reservation procedure, we kindly ask you to take note of your registration number which serves as your reference number and refer to this number in all correspondence with MCI Amsterdam.

Your hotel voucher will be automatically send to you by e-mail when you reserve a hotel room. Please bring the hotel voucher with you, as it will serve as proof of your reservation at the hotel and deposit.

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