



Registration Terms and Conditions

Confirmation

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

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 as then your registration is immediately confirmed.

Payment by bank transfer

For payment by bank transfer a € 10,- handling fee will be added to your registration fee. Upon completion of the online registration process, you will receive an invoice for your registration fees 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 TIPP2014@mci-group.com. The following refund conditions apply:

- In case of cancellation before or on April 1, 2014, the registration fee will be refunded with a deduction of € 50,- as administration charge.
- In case of cancellation after April 1, before May 5, 2014, the registration fee will be refunded with a deduction of € 150,- as administration charge.
- The registration fee will not be refunded for cancellations received after May 5, 2014 or no-shows.

All refunds will be processed after the conference.

Name changes

Name changes are possible free of charge before May 5, 2014. 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 program items of the originally registered participant.

For each name change you must notify the Conference Secretariat by e-mail to TIPP2014@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 organizers will not be able to contact or intervene with any Embassy or Consulate office on behalf of a delegate. TIPP cannot be held responsible if your Visa is not approved and registration fees cannot be remitted.

Photographs and videos

TIPP reserves the right to photograph and videotape the Conference and participants and to use such photographs and videos in any internal and external communication referring to the Conference or TIPP, 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 TIPP and the Conference registration office, for registration and handling purposes, and to send you information in connection to TIPP 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-Eurocongress International v.o.f.) by email to TIPP2014@mci-group.com.

Insurance and Liability Disclaimer

The Conference organizer (MCI-Eurocongress International v.o.f.) works as an agent on behalf of TIPP. Neither the Conference organizer nor TIPP 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. TIPP and the Conference organizer as organizers 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 organizers' 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 organizers 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 organizers 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 organizers 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 Amsterdam. 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 TIPP'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 TIPP.



Hotel reservation Terms and Conditions

Confirmation

Upon receipt of your payment, you will be sent a hotel voucher by email. The hotel voucher includes your registration number which serves as a reference. For your own convenience and to facilitate the reservation procedure, we kindly ask you to take note of your registration number and refer to this number in all correspondence with the Housing Bureau. Please bring the hotel voucher with you, as it will serve as proof of your reservation at the hotel and deposit

Early and Late Arrivals

Standard check in time at hotels is 15.00 hours. Should you need guaranteed early arrival before 15.00 hours, a reservation for the previous night is obligatory. Check-out time is 12.00 hours.

Payment

All costs referred to are in Euro (€). All payments must be made in Euro (€); no other currency will be accepted. For hotel bookings, a deposit payment for the first night must accompany your reservation. This prepaid deposit will be deducted from your final hotel invoice when checking out from the hotel. Potential additional incidentals, such as mini-bar and telephone, must be paid directly to the hotel upon check-out. Upon check-in you will be requested to provide a guarantee by credit card or cash deposit.

Hotel reservations are only confirmed once the required payment has been received.

VAT and taxes

Hotel room rates are mentioned per night per room including 6% VAT and 5.5% city tax. All taxes are subject to change.

Payment by credit card

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Payment by bank transfer

Payment details for the hotel deposit will be sent to you by separate email within one working day of receipt of your registration.

Modification & Cancellation of Hotel Booking

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, as they will not accept any changes or cancellations made directly.

In the event of cancellation up to August 26, 2013, deposits will be refunded less € 45,- for administrative costs. After this date, no refunds will be possible.

In the event of late cancellations (after August 26, 2013), MCI reserves the right to charge the full stay for cancelled rooms, cancelled nights or no-shows if the hotel room cannot be resold.

In case of a no show, the hotel will guarantee your room until 12:00hrs the day after your check in date.

A handling fee of € 45,- per hotel room/per night will be charged for every hotel modification received after September 19, 2013.