

Delegate Terms and Conditions for Website

REGISTRATION

To register, you will be required to provide your email address and create a password. A unique reference will be generated, please record these details as you will need them to access your registration record at a later date, should you wish to make changes.

Online registrations will be processed according to the information given by the registrant during registration process. Only fully completed registration forms will be accepted. The registration will only be confirmed upon receipt of payment in full. If the full payment has not been received before the respective registration fee deadline, the registration will be cancelled.

The goal of the symposium organizers is to assure global diversity and therefore will balance the numbers of North-South, East-West participants during the registration process. Furthermore, if the maximum delegate capacity is reached, the symposium organizers reserve the right to refuse additional registrations.

REGISTRATION FEES

Registration fees are quoted in British Pounds (GBP), are exclusive of UK VAT (20%) and Early Bird registration is determined by when payment is received, and not by the date of registration. The Early Bird rates are available until Friday 31st August 2018. Pre-registrants who pay their registration fee after Friday 31st August 2018 will be charged the regular registration fees.

Registration Fees Include: *Entry to all symposium sessions, satellite sessions on 8 and 9 October (not including handful of invite-only sessions), the exhibition and poster areas, plenary sessions, the welcome reception, lunches and coffee/tea breaks on the 10, 11 & 12 October 2018, a conference bag and printed program book.*

- To receive the member rate, membership to HSG must be valid inclusive 13 October 2018. To obtain a membership please visit the HSG Membership [page](#) or you can renew your membership at the time of registration.
- To receive the Low and Middle Income Country rate, the country of residence must be listed on the World Bank low and middle income country list found [here](#). Proof of eligibility (passport or residence permit) shall be uploaded at the time of registration.
- To receive the student rate, a valid student ID or letter from educational institution shall be uploaded at the time of registration.

REGISTRATION DEADLINES

The registration deadlines are as follows:

Wednesday 18th April 2018: Online Registration Opens

Friday 31st August 2018: Early Bird Registration Deadline

Sunday 7th October 2018: Onsite Registration Opens

PAYMENT, CONFIRMATION AND RECEIPT

All payments are due in British Pounds (£ GBP). If you submitted payment by credit card, a receipt will be included with your registration confirmation email. If you are paying by bank transfer, an invoice will be sent to you via email once you have completed your online registration.

The registration will only be confirmed upon receipt of payment in full. If the full payment has not been received before the respective registration fee deadline, the registration will be moved to the next registration category. If payment is not received by 28th September 2018, the registration will be cancelled.

Methods of Payment

Bank Transfer Payments (only applicable prior to the Symposium)

All bank transfers are due in British Pounds (£ GBP) and must be received by **Friday, August 31, 2018** in order to qualify for the Early Bird registration fee. Failure to transfer funds prior to this date will result in your registration fee being changed to the standard registration rate.

On the bank transfer, please quote your **Participant ID number** (generated by registration system) and your **Full Name** as a reference. Bank transfer information will be included on the invoice that is sent to the email address provided in this registration upon completion of your registration. The full amount is due and any incurring bank fees are paid by the remitter/sender.

If you choose to pay by bank transfer, there will be an additional £15.00 (GBP) administration fee applied. Please also note that bank transfers typically incur bank charges for the remitter (person registering) and for the beneficiary (Symposium). All such fees must be prepaid by the remitter. The Symposium must receive payment in full. When requesting a bank transfer, advise your bank to deduct any fees from your account.

Credit Card Payments

If paying by credit card, PayPal HSR 2018 will appear as the vendor on your credit card statement. We do not store card details, nor do we share financial details with any 3rd parties.

Check Payments

Checks **will not** be accepted for payment of the registration fees.

CANCELLATION, REFUND AND SUBSTITUTION POLICY

There are no refunds for cancellations (see below for exception). However, registrations may be transferred to a new participant for a charge of GBP 45.00 plus VAT per name change. Name changes/substitutions must be received in writing by BCD Meetings & Events registrationsHSR2018@zibrant.com. Please indicate the registered name, the new name, and any changes in contact information. A new registration for the substitute participant should not be submitted. Name changes/substitutions after Tuesday, 1 October 2018, will be made onsite.

Payment for registration fee will only be refunded if an entry visa for the UK was applied for in time (at least three months prior to symposium) and proof is shown that a visa could not be granted even though all requested documents were submitted. In such case registration fees, minus an administration fee of GBP 45.00 plus VAT, will be refunded after the symposium is completed. Credit will not be given for unattended symposium events or early termination of attendance.

Any refund due will be made in the same form as the original transaction for registration fees only. For original payments made by bank transfer, the cancellation notification or refund request must indicate a bank account to which a refund may be remitted. Bank charges arising from a refund will be deducted from the refund amount.

VISA INFORMATION

It is the sole responsibility of the delegate to take care of his/her visa requirements. Delegates who require an entry visa must allow sufficient time for the application procedure. Delegates should contact the nearest British embassy or consulate to determine the appropriate timing of their visa applications.

Visit the [Visa Information page](#) of the website, for information on passports and visa's processing times for visa applications and letter of support for visa applications policy. An official Letter of Support to obtain a Visa and authorization to attend the Symposium will be issued ONLY after Registration has been completed with full payment received.

DATA PROTECTION AND PRIVACY POLICY

The symposium organizers will collect and store all personal data for the preparation and execution of the symposium and will not sell, rent, or lease the participant lists to third parties. Occasions may occur that require the symposium organizers to share participant contact details with third parties involved in the delivery of the symposium that may use these details to contact participants regarding activities at the symposium or other communications which may be necessary for symposium organization and participation. Therefore, data may be passed on to third parties unless otherwise explicitly indicated by the participant in the registration form. If a participant has opted to share contact details with third parties, they can opt-out at any time by contacting the symposium organizers.

By way of accessing and/or utilizing any of our services, you agree that your personal data will be used in accordance with [BCD M&E Global Privacy Policy](#).

LIABILITY

The symposium organizers shall be held liable in the framework of a duty of care as a respectable business according to statutory provisions. The liability of the organizers – for whatever legal reason – shall be limited to intent and gross negligence. The liability of commissioned service providers shall remain unaffected by this. The delegate shall take part in the symposium at his/her own risk. Oral agreements shall not be binding if these have not been confirmed in writing by the organizers.

FULFILLMENT AND JURISDICTION

This contract is subject to the law of Bern, Switzerland. The terms of this contract shall be fulfilled in Liverpool, UK and, in the event of any legal claims arising from either party; Bern, Switzerland shall be the sole court of jurisdiction.

CONTACT

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