



International Society of Surgery (ISS)
Soci t  Internationale de Chirurgie (SIC)
Integrated Societies: IAES, IATSIC IASMEN, BSI, ISDS, ASAP

Krakow, Poland
11 – 15 August 2019



48th World Congress of Surgery

Terms & conditions - Individual registration

Registration

- ◆ **1st registration deadline** (*Only applicable for ISS/SIC Members*) – until **Thursday, 31 January 2019**, midnight CET.
 - Should your registration remain unpaid on Thursday, 14 February 2019, the fee will be upgraded.
- ◆ **2nd registration deadline** – until **Tuesday, 30 April 2019**
 - Should your registration remain unpaid on Tuesday 14 May 2019, the fee will be upgraded.
- ◆ **3rd registration deadline** – until **Monday, 24 of June**
 - Should your registration remain unpaid on Monday, 8 July 2019, the fee will be upgraded.
- ◆ **4th registration deadline** – applicable for all new registrations after **Tuesday, 25 June 2019**

Registration modification & cancellation

All cancellations are to be sent to MCI Suisse SA in writing (fax or email), including social and networking events if any.

For cancellations received before **Tuesday, 30 April 2019** deposits will be refunded less **25% administrative charge**. After this date, no refunds will be possible

A handling fee of **EUR 40.- per registration** will be charged for every registration modification received **after Wednesday, 10 July 2019**.

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 recognised identification documents).

Hotel accommodation

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

Payment:

For hotel bookings, a deposit payment covering the first night is required with your reservation. Your booking will be confirmed upon receipt of your hotel deposit. This prepaid deposit will be deducted from your final hotel bill when checking out from the hotel.

For bookings of 2 rooms or more, the full payment is required to confirm your reservation.

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

Your credit card will be registered but no debit will be made. Your card will only be charged in case of no-show, cancellation or modification as per conditions below.

Important: to guarantee the reservation, your full credit card details are required. Please take note that online guarantees by credit card require “3D secure” identification.

Neither MCI nor WCS will pay or be liable to pay for the individual bookings and does not provide the Hotel with any guarantee. Each participant should pay the hotel charge at the reception during check-out. Hotel will collect, upon check-in, from each client, a credit card as guarantee for payment. The hotel may charge or block an amount on the participant's credit card to guarantee the extras. Each hotel has its own independent policy.

Accommodation modification & cancellation:

Any enquiries or requests for additional information, modifications or cancellations to room reservations should be addressed to MCI in writing via 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.

Other accommodation options via our Partner Expedia may be available online and are subject to different terms and conditions.

DOUBLE TREE BY HILTON KRAKOW HOTEL & CONVENTION CENTER, HAMPTON BY HILTON KRAKOW & GARDEN INN BY HILTON KRAKOW

- From confirmation to Friday, 5 July 2019: 100% of the total amount due may be cancelled free of charge
- From Saturday, 6 July 2019 to Thursday, 25 July 2019: 50% of one room night will be charged in case of cancellation
- From Friday, 26 July 2019, 100% of one room night will be charged in case of cancellation

Q HOTEL PLUS KRAKOW

- From confirmation to Friday, 5 July 2019: 100% of the total amount due may be cancelled free of charge
- From Saturday, 6 July 2019 to Monday, 15 July 2019: 50% of one room night will be charged in case of cancellation
- From Tuesday, 16 July 2019, 100% of one room night will be charged in case of cancellation

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 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.

No-Show:

In case of no-show (if you do not check-in on your confirmed arrival date as per your hotel voucher), the hotel will only keep the number of room nights guaranteed during the booking process. For bookings guaranteed for one night only, the remaining nights will automatically be released to the hotel. The hotel will do its utmost to accommodate you should you arrive at the hotel at a later date. For bookings guaranteed for the full stay, the room will be kept for the number of nights booked.

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

Extras:

Potential additional incidentals, such as mini-bar, telephone or additional room-nights are to be settled directly to the hotel by each individual guest when checking out.

Hotel may collect, upon check-in from each client a credit card as guarantee for payment.

The hotel may charge or block an amount on the participant's credit card to guarantee the extras. Each hotel has its own independent policy.

Payment conditions

Methods of payment:

- **Credit card:** only Eurocard/MasterCard, Visa and American Express are accepted. Please note that the merchant name that would appear on your credit card statement would be "MCI Group Satigny CHE".
- Payment by **personal cheques** are not accepted.
- **Bank transfer** – please make your payment to:

Beneficiary Name: MCI Suisse S.A., 9, Rue du Pré-Bouvier – 1242, Satigny, Geneva, Switzerland
Bank: UBS SA, Rue des Noirettes 35 - CP 2600, 1227 Carouge – Switzerland
Account number EUR : 240-369393.71L
Swift: UBSWCHZH80A
IBAN: CH18 0024 0240 3693 9371 L

In case of cancellation, please note that the service charge will not be refunded.

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

Please indicate the participant's name, identifier and "**WCS 2019**" on ALL payments (**for example, WCS2019-I/XX**). **All costs are to be borne by the ordering customer. Please note that payments made by bank transfer could be subject to fees payable to your local bank.**

Important note: if your registration is covered by your company/institution who is established in the venue's country, please make sure to provide your company/institution VAT number during your registration process in order to benefit from the reverse charge mechanism (registration fee is invoiced with no VAT). If the VAT number is not given at the time of the issuing of the registration invoice, it will not be possible to benefit from the reverse charge mechanism anymore.

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

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 **Wednesday, 10 July 2019** only payments by credit card will be accepted.

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.

General conditions

Data Privacy Policy:

For further information on how your data will be used, we invite you to carefully read the Data Protection and Privacy Policy: <https://www.mci-group.com/privacy-statement>

Insurance, release and waiver of liability:

It is recommended that participants obtain adequate cover for travel, health and accident insurance before they depart from their countries. International Society of Surgery (ISS/SIC), WCS and MCI as organizers cannot accept responsibility for personal injuries, or loss of, or damage to, private property belonging to the congress participants and accompanying persons.

WCS 2019, ISS/SIC, 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 Organizers 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 congress 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 forfeit of their registration. You hereby accept that identification is to be provided to congress staff upon request. By registering to the congress or entering the congress you represent and warrant that you are 18 years of age or older, and that you agree to and to abide by all of the Terms and Conditions of this congress.

Force majeure:

WCS 2019, ISS/SIC, the hotel and MCI 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, 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.

Photography/Videography Disclosure:

As a registered attendee of the congress, you agree to grant permission for International Society of Surgery (ISS/SIC) 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 International Society of Surgery (ISS/SIC) and MCI to edit, alter, copy, exhibit, publish or distribute the photograph or video for purposes of publicizing International Society of Surgery (ISS/SIC) 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 International Society of Surgery (ISS/SIC) and MCI.

Visa

Please visit the following website <http://visahq.com/> to check if you require a visa for Poland. Citizens of other countries may need a visa. Please contact your travel agent or the nearest Polish 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.

Please note that neither International Society of Surgery (ISS/SIC), WCS 2019 nor MCI will be able to contact or intervene with any Embassy or Consulate office on behalf of a registrant. The invitation letter does not financially or legally obligate International Society of Surgery (ISS/SIC), WCS 2019 or MCI in any way. All expenses incurred in relation to the event and to obtaining a visa are the sole responsibility of the registrant. International Society of Surgery (ISS/SIC) and MCI do not accept any responsibility for travel, accommodation and/or other costs incurred due to the rejection of a registrant's visa application.