

# 22<sup>nd</sup> International Conference on Composite Materials 2019

## 11 - 16 August 2019

### 22<sup>ND</sup> INTERNATIONAL CONFERENCE ON COMPOSITE MATERIALS TERMS & CONDITIONS - INDIVIDUAL REGISTRATION

#### REGISTRATION

- **Early registrations** will be accepted until **01 April 2019 (Monday), midnight AEST**.
  - Should your registration **remain unpaid until 15 April 2019 (Monday)**, registrations will be upgraded to the **Standard Rate**.
- As of **2 April 2019 (Tuesday)**, **Standard Rate** applies for every new registration.
  - Standard Rate registrations will be accepted until **29 July 2019 (Monday), midnight AEST**.
  - Should your registration **remain unpaid until 7 August 2019 (Wednesday)**, **Standard fee** will be **upgraded to Late Registration fee**.
- From **30 July 2019**, **Late Registration fee** applies for every new registration.

#### PAYMENT CONDITIONS

##### Payment conditions:

All payments are to be made in AUD upon receipt of the invoice. Please indicate the participant's name and "ICCM22" on all payments.

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 Australia has received the payment.

From **Friday, 12 July 2019**, only payments by credit card will be accepted.

#### REGISTRATION/MODIFICATION CANCELLATION CONDITIONS

##### Cancellation policy:

All cancellations must be received in writing sent to MCI Australia at [ICCM22.registration@mci-group.com](mailto:ICCM22.registration@mci-group.com). For cancellations received on or before 3 June 2019 will be refunded in full, less a 25% cancellation fee to cover administration costs. No registration refunds will be made after this date.

##### Social functions:

The conference reserves the right to cancel or vary social functions if minimum numbers are not reached. Because of commitments to catering, we cannot refund social functions and additional ticket cancellations less than 72 hours prior to the event.

##### Modification policy:

Any modification requests must be received in writing sent to MCI Australia at [ICCM22.registration@mci-group.com](mailto:ICCM22.registration@mci-group.com) subject to a AUD 33 processing fee.

Your registration may be transferred to another member of your organisation, subject to a AUD 33 processing fee.

## ACCOMMODATION

### Accommodation cancellation:

Please refer to the individual cancellation policy below to ensure you are aware of cancellation penalties that may be applicable at your chosen hotel. Accommodation cannot be booked unless full payment is received. Cancellations in whole or part may incur a penalty at the hotel's discretion.

### Accommodation modification:

Modifications made by MCI Australia will incur a booking change fee of AUD33. Hotels will require an imprint of your credit card at check-in for any incidentals.

- Cancellations received within 30 days prior to the arrival date will incur a 100% cancellation fee.
- No-shows will be subject to a 100% cancellation fee.
- Cancellations and alterations to bookings must be made in writing. These, including early departures and "no-shows", may incur penalties at the hotel's discretion, possibly up to 100% of the accommodation stay.
- Hotels will require an imprint of your credit card at check-in for any incidentals.

### 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.

### Insurance and liability:

It is recommended that participants obtain adequate cover for travel, health and accident insurance before they depart for the conference. The hotel and MCI as organisers cannot accept responsibility for personal injuries, or loss of, or damage to, private property belonging to the conference participants and accompanying persons.

## GENERAL CONDITIONS

### Methods of payment:

- **Credit card:** only Mastercard and Visa are accepted.
- **Bank transfer** – please make your payment to:

MCI Australia

Bank: National Australia Bank

BSB: 084 255

SWIFT: NATAAU3304B

Account name: MCI Australia Pty Ltd

Account number: 41 194 7741

**All bank fees are to be borne by the ordering customer.**

*All payments are to be made in Australian Dollars (AUD)*

*Please indicate your registration number on ALL payments.*

*In rare cases, banks may charge an international bank fee as our merchant facility is based in Geneva. If this happens to you, please contact [iccm22.registration@mci-group.com](mailto:iccm22.registration@mci-group.com) immediately and we will have this reversed cash onsite.*

- Payment by personal cheques are not accepted.

**Proof of Status:**

For student registrations, a valid proof of status must be uploaded during the registration process. Registrations with invalid proofs will automatically be modified to regular registration rate.

To verify that your proof is valid, please contact us through our email: [iccm22.registration@mci-group.com](mailto:iccm22.registration@mci-group.com)

**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>

**Privacy statement:**

Your name and contact information, including electronic address, may be used by parties directly related to the event such as the organisers and approved stakeholders, for relevant purposes such as promotion, networking, and administration of this, and future events of this type. If you do not consent, please email [info@iccm22.com](mailto:info@iccm22.com).

In addition, your name, organisation and country/state of origin may be published on the delegate list which is provided to delegates, exhibitors and sponsors at the conference. If you do not wish your details to be included in this list, please contact [info@iccm22.com](mailto:info@iccm22.com).

**Email communication:**

By providing your email address, you consent to be contacted by this method in relation to this event and future events of this type. Should you not wish your details to be used for any of the above purposes, please contact [info@iccm22.com](mailto:info@iccm22.com).

**Insurance:**

We strongly recommend that attendees ensure they are appropriately covered for relevant insurances, including travel insurance. The conference managers do not take responsibility for attendees failing to insure.

**Intention to photograph:**

Delegates and others are advised that photographs may be taken during the Conference and reproduced for promotional purposes.