



ISPO 17TH WORLD CONGRESS TERMS & CONDITIONS - INDIVIDUAL REGISTRATION

REGISTRATION

Early registrations will be accepted until **Monday, 5 August 2019, midnight JST.**

- Should your registration **remain unpaid until Monday, 19 August 2019**, registrations will be upgraded to the **regular rate.**
- Starting **Tuesday, 6 August 2019**, regular rates apply

PAYMENT CONDITIONS

Payment conditions

All payments are to be made in JPY upon receipt of the invoice. Rates are not applicable to Japanese consumption tax.

Full payment of all items is requested by credit card at the time of registration. No confirmation or invitation letter will be sent until MCI has received the payment.

Methods of payment

Credit Card - only Mastercard and Visa are accepted.

All payments are to be made in Japanese Yen (JPY).

MODIFICATION/CANCELATION CONDITIONS

Cancellation

Registrations can be canceled and will be refunded minus an administrative charge of JPY 6,500, provided the cancellation is received until **Wednesday, 4 September 2019**. For Cancellation received after this date no refunds will be made. All cancellations must be made in writing to ispo.registration@mci-group.com.

Transfer of registration

Your registration may be transferred to another member of your organisation, subject to a JPY4,400 processing fee.

Congress Party

Congress registration fees do not include tickets to the Congress Party on Sunday, 6 October 2019. Tickets can be purchased at JPY 8,000 during online registration. Because of commitments to catering, we cannot refund Congress Party tickets if cancellation is received after **Tuesday, 6 August 2019**.

Modification policy

Any modification requests must be received in writing via ispo.registration@mci-group.com.

GENERAL CONDITIONS

Confirmation of Registration

On completion of online Congress registration, a confirmation including all the details of your registration will be immediately emailed.

Approximately two weeks before the Congress, delegates will be sent an email including all other logistical details and important Congress information.

Accommodation

Registration fees do not include accommodation. Hotels offer special rates for Congress delegates at a number of hotels in Kobe if booked through our official housing agent. For more information, and to make online bookings, visit the accommodation section on the website.

Transportation

No Congress bus shuttles or transportation are arranged from the hotels to the Kobe Convention Center, or included in the registration fees.

Food and beverage

Food and beverage will be available for purchase in the exhibition halls.

Insurance and liability

It is recommended that participants obtain adequate cover for travel, health and accident insurance before they depart from their countries. **ISPO, MCI, Japan Convention Services, Inc., Kobe Convention Center, and Leipziger Messe GmbH** cannot accept responsibility for personal injuries, or loss of, or damage to, private property belonging to the Congress participants and accompanying persons

The organisers 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 venue from accommodating the clients for the event or if for the same reasons the event is cancelled by the organisers.

The Organisers 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 unauthorised 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.

Images and recordings

As a registered attendee of the International Society for Prosthetics and Orthotics, you agree:

- to grant permission for ISPO to use your likeness in a photograph or video in any of its publications and presentations, including website entries, without payment or any other consideration.
- to authorise ISPO to edit, alter, copy, exhibit, publish or distribute the photograph or video for purposes of publicising ISPO's programmes 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 ISPO.

Visa

A standard invitation letter is provided with no charge after payment is completed.

Depending on your country of origin, you may require additional visa documents to enter Japan. Additional visa documents can be purchased at JPY 12,000. We cannot refund visa documents fee if cancellation is received after June 30.

To find out if your country has a visa exemption arrangement with Japan, visit the website of [the Ministry of Foreign Affairs of Japan](#). If you require to have an entry visa to travel to the Congress, please contact the [Japanese Embassy or Consulate](#) in your country or region. The Embassy or Consulate will advise on specific visa requirements, such as information on travel visa application and submission procedures, required documents, application fee payable, etc.

The registrant is responsible to inform himself in full and in a timely manner of the pertinent requirements for entering Japan (e.g. visa requirements).

Privacy statement

Your name and contact information, including electronic address, may be used by ISPO for relevant purposes such as promotion, networking, and administration of this, and future events of this type.

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 Congress. If you do not wish your details to be included in this list, please contact ispo.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>

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 ispo.registration@mci-group.com.

Language

The official language of the Congress is English.

Accessibility

If you have any accessibility requirements, please indicate them during registration.

Name badge

Your Congress materials together with your name badge should be collected onsite at the registration desk at Kobe Convention Center.