



Terms and conditions – Individual registration

I.S.P.O. World Congress 2025 registration helpdesk c/o Travel Team Sweden

Email: ispo-registration@travelteam.se

Phone: +46 10 188 25 00 (Monday to Friday, 08:00-17:00 CET)

Website: www.ispo-congress.com

Payment

Payment conditions

You will be able to pay by credit card (Mastercard and Visa) via SwePay during the online registration process. All payments are to be made in Swedish krona (SEK). All rates are applicable to Swedish VAT.

On exception, bank transfers will be accepted. If you would like to pay by bank transfer, please email ispo-registration@travelteam.se to request an invoice. Payment by invoice will be possible until 45 days prior to the congress. Please note that an administrative charge of SEK 250 will be added to the invoice amount.

Registration confirmation

On completion of the online registration, including payment, a confirmation including all the details of your registration will be immediately emailed. Approximately two weeks before the congress, registrants will be sent an email including all other logistical details and important congress information.

Cancellation and changes

Cancellation of registration

Registrations can be cancelled and will be refunded minus an administrative charge of SEK 500, provided the cancellation is received by Wednesday, 23 April 2025. For cancellation received after this date no refunds will be made. All cancellations must be made in writing to ispo-registration@travelteam.se.

Transfer of registration

Your registration may be transferred to another member of your organisation, subject to a SEK 500 processing fee.

Modifications

Any modification requests must be received in writing via: ispo-registration@travelteam.se.

General conditions

Accommodation

Registration fees do not include accommodation. Hotels offer special rates for participants at a number of hotels in Stockholm if booked through Travel Team. For more information, and to make an online booking, visit the accommodation section on the congress website.

For questions regarding accommodation please contact Travel Team at ispo-accommodation@travelteam.se.

Transportation

No congress bus shuttles, or transportation are arranged from the hotels to Stockholmsmässan, or included in the registration fees. For information on transportation, please visit the travel section on the congress website.

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Food and beverage

Food and beverage will be available for purchase at the venue. Lunch can be pre-ordered during the online registration process. During registration, you will be asked to indicate your dietary restrictions.

Insurance and liability

It is recommended that participants obtain adequate cover for travel, health and accident insurance before they depart from their countries. ISPO, Travel Team, Stockholmsmässan, 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 (WHO) 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 paid by the delegate, or part thereof, but shall be under no obligation to repay the whole or part of such delegate fee, and shall be under no liability to the delegate 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, as the result of the happening of any such event.

Images and recordings

As a registered participant of the International Society for Prosthetics and Orthotics World Congress you:

- 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.
- 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.
- Waive the right to inspect or approve the finished product, including written or electronic copy, wherein your likeness appears.
- Agree that these materials will become the property of ISPO.

Travel visa information

Depending on your country of origin, you may require a travel visa to enter Sweden / Schengen. To find out if your nationality has a visa exemption arrangement with Sweden / Schengen, visit the following websites:

- Find accurate information regarding visas and entry into Sweden at <https://www.government.se/government-policy/migration-and-asylum/information-on-visas/>
- See the list of foreign nationals who require a visa at <https://www.government.se/government-policy/migration-and-asylum/list-of-foreign-citizens-who-require-visa-for-entry-into-sweden/>

If you require a visa to travel to Sweden for the congress, please contact the Swedish 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 fees payable, etc.

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

In your registration you will be able to request a visa invitation letter. Once you have finalised your registration and payment, you will receive an email within 5 working days where you will be able to enter your personal information and receive your personal visa invitation letter.



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Data protection

Transfer of personal data between Travel Team Sweden and ISPO is in accordance with the General Data Protection Regulation of the European Union.

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.

For further information on how your data will be used, we invite you to carefully read the [Data Protection and Privacy Policy](#).

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@ispo-congress.com.

Accessibility

Stockholmsmässan is an accessible venue. In order for the organisers to be aware of any accessibility requirements, please indicate any such requirements during the online registration process.

Name badge

Your congress materials together with your name badge should be collected onsite at the registration desk at Stockholmsmässan. Name badges must be worn at all times during and in all areas of the event.

Language

The official language of the congress is English.