



ISPO 19TH WORLD CONGRESS

Guadalajara, Mexico

24 - 27 April 2023

The Art
and the
Science



INTERNATIONAL
SOCIETY FOR PROSTHETICS
AND ORTHOTICS

ISPO 19TH WORLD CONGRESS

TERMS & CONDITIONS-INDIVIDUAL REGISTRATION

PAYMENT

Payment conditions

You will be able to pay by credit card (Mastercard and Visa) via PayPal during the online registration process. All payments are to be made in US dollars (USD). Rates are not applicable to Mexican consumption tax.

On exception, ISPO International will accept bank transfers. If you would like to pay by bank transfer, please email helpdeskispo2023@btcamericas.com to request an invoice.

Please note that an administrative charge of USD 30 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

Registrations can be cancelled and will be refunded minus an administrative charge of USD 50, provided the cancellation is received by Friday, 3 March 2023. For Cancellation received after this date no refunds will be made. All cancellations must be made in writing to helpdeskispo2023@btcamericas.com.

For registrations from delegates in countries that do not allow their nationals to travel abroad in April 2023, we will consider cancellation requests and apply a fair refund policy. The cancellation request should be made in writing to helpdeskispo2023@btcamericas.com and must be submitted no later than 7 April; submissions must be accompanied by an official document stating this particular reason and associated timeframes.

Transfer of registration

Your registration may be transferred to another member of your organisation, subject to a USD 35 processing fee.

ISPO 2023 Registration Helpdesk c/o Business Travel Consulting

helpdeskispo2023@btcamericas.com

Phone: +52 55 5200-5100 (Monday to Friday, 08:00-17:00 GMT-6)

www.ispo-congress.com

Modifications

Any modification requests must be received in writing via: helpdeskispo2023@btcamericas.com.

Congress Party

Congress registration fees do not include tickets to the Congress Party on Wednesday, 26 April 2023.

Tickets can be purchased during **online registration and are not refundable**

GENERAL CONDITIONS

Accommodation

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

Transportation

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

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, BTC, Expo Guadalajara, 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 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.

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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 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 Mexico.

To find out if your country has a visa exemption arrangement with Mexico, visit the following websites:

[Visitors who do not require a visa](#)

[Information about visa and entry requirements.](#)

If you require a visa to travel to the congress, please contact the Mexican 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 in full and in a timely manner of the pertinent requirements for entering México (e.g. visa requirements).

Once you have completed your payment, in your confirmation email, you will be able to download an invitation letter.

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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 participant 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: info@ispo-congress.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](#).

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

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 **Expo Guadalajara**. 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. Simultaneous translation into Spanish will be offered