



REGISTRATION - TERMS & CONDITIONS FOR INDIVIDUALS

REGISTRATION DEADLINES

- Early-bird Registration fees will apply until Monday, 17 February 2020 midnight GMT+2.
- As of Tuesday, 18 February 2020, midnight GMT+2, the Regular registration fee applies for every new registration.
- After Tuesday, 5 May 2020 midnight GMT+2, and on site, the Late registration fee applies for every new registration.

CONFIRMATION

Upon completion of your online registration, you will be sent a confirmation by email. The confirmation is sent to the email address provided on the registration form and will show whether we have received your payment and will include an invoice.

PAYMENT CONDITIONS

All costs referred to, are in US Dollars (USD). All payments must be made in US Dollars; no other currency will be accepted. Full payment is due for the registration fees. No registration confirmation or invitation letter will be sent until the required payment has been received.

PAYMENT BY CREDIT CARD

The online registration platform is a secured site. The only method of payment is by credit card, VISA, MasterCard and AMEX are the only credit cards accepted. Please enter all relevant information on the registration form. Upon completion of the online registration process, you will receive a paid invoice (receipt) by email.

INVOICE

Only digital versions of invoices will be sent to participants upon completion of the registration. The invoice will be issued using the contact details provided on the registration form so please make sure you have provided us with the correct information.

REGISTRATION MODIFICATION & CANCELLATION CONDITIONS

In the event of cancellation, written notification must be sent by email to woc@icowoc.org. The following refund conditions apply:

- For cancellations received up until **Tuesday, 6 April 2020 midnight GMT+2**, fees will be refunded less **US\$ 100** for administrative costs.
- For cancellations received after **Tuesday, 6 April 2020 midnight GMT+2**, the registration fee will not be refunded for cancellations or no-shows.

INVITATION LETTER FOR VISA APPLICATION

If you are unable to attend the congress because you were denied a visa, you will be granted a refund only if you submit a copy of your visa rejection letter and proof that you applied for a visa **no later than 27 March 2020**. Attendees requiring a visa are encouraged to apply as soon as possible.



If you meet these conditions, a refund will be issued less the cancellation administrative fee above.

Please note that no refunds will be issued for additional fees paid for express shipping of invitation letters and/or Accompanying Person registration cancellation due to visa denial.

REGISTRATION SUBSTITUTION CONDITIONS

Name changes will be accepted an administrative fee of **USD \$60** will be charged. For each name change you must notify the WOC2020 Organizer by sending an e-mail to: WOC@icowoc.org. Name change participants agree to take over all booked program items of the originally registered participant.

BADGE REPRINT CONDITIONS

If a badge is lost or forgotten, an administrative fee of **USD \$25** will be charged for the reprint of the badge after identity verification (passport, driving license or other recognized identification document).

REGISTRATION REFUND CONDITIONS

Refunds will be processed 3-5 weeks after the congress. Without exception, all valid requests for refunds must be received in writing no later than 5 days after the end of the congress.

AGE LIMITATION

Please note that underage children are not allowed access into the exhibition hall nor the scientific sessions.

PHOTOGRAPHY, AUDIO AND VIDEO RECORDING

WOC2020 is held in a public space, therefore we do not prohibit participants, exhibitors, sponsors, news organizations and other companies from photographing or video or audio-taping activities. WOC2020 reserves the right to photograph and videotape the congress and participants and to use such photographs and videos in any internal and external communication referring to the congress or WOC2020, such as on its websites and intranet, or other publications. By registering you consent to such uses.

BADGE SCANNING

You may be asked to scan your badge either at exhibit booths and/or session rooms but please note scanning of your badge is optional. When your badge is scanned by exhibitors and/or sponsors during WOC2020, you are opting-in to receiving communications from that entity. You will be subject to their communications and privacy policy and must opt-out with them directly.

DATA PROTECTION

By registering to this event, you agree that your personal data will be processed by WOC2020 and the Congress Organizer, for registration and handling purposes, and to send you information in connection to ICO events. If you do not submit the data indicated as 'required', we cannot complete your registration. You have the right to access and rectify your personal data by contacting the Congress Organizer (MCI Amsterdam) by email to (woc@icowoc.org).

WOC2020 Organizer

On behalf of,

International Council of Ophthalmology
Schipluidenlaan 4, 1062 HE, Amsterdam, The Netherlands
T +31 (20) 575 4220 E [WOC@icowoc.org](mailto:woc@icowoc.org) W www.icowoc.org



PRIVACY STATEMENT

For information about our privacy policy, see http://www.icoph.org/privacy_policy.html

To request that we remove your name from future print mailings, send a written request, specifying the name, company name and address you are requesting to have removed from the mailing list, to woc@icowoc.org

By registering for WOC2020, you are allowing the ICO to communicate with you via email, text and social media (depending on what information is shared with the organization).

FORCE MAJEURE

The Organizers 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 Venue, 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 Venue from accommodating the WOC2020 participants for the event or if for the same reasons the event is cancelled.

CULTURAL NIGHT CANCELLATION CONDITIONS

Cancellations can be made free of charge **until 6 April 2020 midnight GMT+2**.

After this date, no refunds will be possible.

CULLINAN/GROSVENOR TOURS, the official tour provider, reserves the right to cancel or modify the networking program if the minimum participation is not attained or due to factors beyond the control of the organizers. In the event of such cancellations, any excursion payments will be refunded after the congress.

INSURANCE AND LIABILITY

It is recommended that participants obtain adequate cover for travel, health and accident insurance before they depart from their country. The WOC2020 Organizer (MCI Amsterdam) cannot accept responsibility for personal injuries, or loss of, or damage to, private property belonging to the congress participants and accompanying persons

The WOC2020 Organizer (MCI Amsterdam) and CULLINAN/GROSVENOR TOURS, the congress venue 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 WOC2020 participants for the event or if for the same reasons the event is cancelled.

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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