



5TH ASIA-PACIFIC GLAUCOMA CONGRESS



14–16 AUGUST 2020 | KUALA LUMPUR, MALAYSIA

5TH ASIA-PACIFIC GLAUCOMA CONGRESS TERMS & CONDITIONS

Registration

- **Early registrations** will be accepted until **12 March 2020 (Thursday), midnight AEST**.
 - Should your registration **remain unpaid until 26 March 2020 (Thursday)**, registrations will be upgraded to the **Regular Rate**.
- As of **13 March 2020 (Friday)**, **Regular Rate** applies for every new registration.
 - **Regular Rate** registrations will be accepted until **7 August 2020 (Monday), midnight AEST**.
 - Should your registration **remain unpaid until 13 August 2020 (Thursday)**, **regular rate fee** will be upgraded to **Onsite Registration fee**.
- From **08 August 2020 (Saturday)**, **Onsite Registration fee** applies for every new registration.

Payment conditions

Payment conditions:

All payments are to be made in US Dollar (USD / \$) upon receipt of the invoice. Service charge may increase without notice and any such change will be reflected in final rates.

Full payment is requested when registering (Credit Card &/or Bank Transfer). No confirmation or invitation letter will be sent until MCI has received the payment.

An invoice to be settled upon receipt will be issued upon written confirmation. **This invoice will act as a contract, and once issued, the above payment and cancellation conditions will apply.**

Group registration procedure:

Upon receipt of your payment, we will send you an email with an internet link giving you direct and personalised access to our group registration tools.

In your personalised area, you will be able to enter the details of each of the participants of your group.

Names of all participants must be submitted and reservations assigned online before Wednesday 15 July 2020.

Registration modification and cancellation conditions

Cancellation policy:

All cancellations must be received in writing, sent to MCI at [APGC.registration@mci-group.com](mailto:apgc.registration@mci-group.com). Cancellations received on or before Wednesday 15 July 2020, midnight AEST, will be refunded in full, less 25% administrative charge. No registration refunds will be made after this date.

Modification policy:

Any modification requests must be received in writing sent to APGC.registration@mci-group.com

A handling fee of 40 USD per registration will be charged for every registration modification received from Wednesday 15 July 2020.

Your registration may be transferred to another member of your organisation, subject to USD 40 processing fee.

Social functions:

The congress 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.

General conditions

Methods of payment:

- **Credit card:** only Mastercard and Visa are accepted.
 - Please note that the merchant name that would appear on your credit card statement would be "MCI Group Satigny CHE".
 - Credit card payments under the following countries are not accepted: *Nigeria, Ghana, Congo, Liberia, Cameroon*
- **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: MCIAUUSD01

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

All payments are to be made in US Dollars (USD)

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 apgc.registration@mci-group.com immediately and we will have this reimbursed with cash onsite.

*After **Wednesday, 1 July 2020**, only payments by credit card will be accepted.*

- Payment by personal cheques are not accepted.

Additional payment conditions

Service charge:

A 2.95% service charge will apply on all payments.

In case of cancellation, cancellation conditions will apply, and the service charge will not be refunded.

Individual 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>

Group data privacy policy:

The group leader agrees and warrants that:

- A.** The personal data have been collected, processed and transferred and will continue to be collected, processed and transferred in accordance with the relevant provisions of the applicable data protection law (and, where applicable, has been notified to the relevant authorities);
- B.** The transfer to, and processing by, MCI pursuant to this Agreement is not prohibited by a statutory or contractual duty of confidentiality;
- C.** Prior to any transfer of personal data, it has informed the data subjects and has complied with any notification and/or registration set forth by the applicable data protection law; in particular, the intended purposes of the collection, processing and transfer of personal data have been communicated to the data subjects;
- D.** The data subjects are provided with their right of access, correction, blocking, suppression or deletion as available under applicable data protection law;
- E.** It has taken and will take all reasonable measures to verify the correctness of the personal data and ensure that incorrect or incomplete personal data will be corrected, completed or destroyed prior any transfer of such data to MCI;
- F.** It will inform MCI of any specific requirement from any data subject or any relevant authority on how personal data should be processed;
- G.** It will inform without delay MCI of any request from any data subject or any relevant authority to rectify, update or delete any personal data;
- H.** After assessment of the requirements of the applicable data protection law, it will ensure that the security measures are appropriate to protect personal data against accidental or unlawful destruction or accidental loss, alteration, unauthorised disclosure or access, in particular where the processing or transfer involves the transmission of data over a network, and against all other unlawful forms of processing, and that these measures ensure a level of security appropriate to the risks presented by the processing and the nature of the data to be protected having regard to the state of the art and the cost of their implementation;
- I.** It will provide MCI, when so requested, with copies of relevant data protection laws or references to them of the country in which the [group leader] is established;
- J.** It will respond to enquiries from data subjects and authorities concerning processing of personal data by MCI;
- K.** it will notify within 72 hours delay MCI of any actual, potential or alleged breach of the provision of this Clause;

The group leader hereby commits with the present Data Protection and Privacy Policy:

<https://www.mci-group.com/privacy-statement>

Insurance, release and waiver of liability:

It is recommended that participants obtain adequate cover for travel, health and accident insurance before they depart from their countries. APGC2020 and MCI as organisers cannot accept responsibility for personal injuries, or loss of, or damage to, private property belonging to the Congress participants and accompanying persons.

Force majeure:

APGC2020, the hotel(s) and MCI 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, 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 Organisation 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. 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.

Photography/Videography disclosure:

As a registered attendee of the congress, you agree to grant permission for APGC2020 and MCI to use your likeness in a photograph or video in any and all of its publications and presentations, including website entries, without payment or any other consideration; to authorise APGC2020 and MCI to edit, alter, copy, exhibit, publish or distribute the photograph or video for purposes of publicising APGC2020 programs 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 APGC2020 and MCI.

Visa:

Please visit the following website <http://visahq.com/> to check if you require a visa for Malaysia. Please contact your travel agent or the nearest Malaysia diplomatic authorities for further information. If you need a visa, please apply 3-4 months in advance of the congress start date to ensure that you receive it prior to the cancellation period. We are unable to refund registration fees after 15 July 2020 due to declined visa applications.

During the reservation process, please tick the box and fill in the corresponding questionnaire in order to receive your Visa invitation letter. Please note that the visa invitation letter will only be sent to participants who have paid their reservation fee.

Please note that neither APGC2020 nor MCI will be able to contact or intervene with any Embassy or Consulate office on behalf of a registrant. The invitation letter does not financially or legally obligate APGC2020 or MCI in any way. All expenses incurred in relation to the event and to obtaining a visa are the sole responsibility of the registrant. APGC2020 and MCI do not accept any responsibility for travel, accommodation and/or other costs incurred due to the rejection of a registrant's visa application.