



The BSG Annual Meeting 2017, 19-22 June, Manchester Central



## **BSG Annual Meeting 2017** **INDIVIDUALS - APPLICABLE TERMS & CONDITIONS**

### **REGISTRATION**

- **Early registrations** will be accepted until **17 March 2017**, midnight CET.
- As of **18 March 2017** and until **18 June 2017** midnight CET, **Regular registration fees apply** for every new registration.
- After **18 June 2017 & on site**, **Onsite registration fee applies** for every new registration.

#### **Payment conditions**

All payments are to be made in GBP (£) upon receipt of the invoice. Please indicate your First Name and Last Name and "BSG 2017" on all payments.

Full payment of all items is requested when registering (by credit card). No confirmation or invitation letter will be sent until MCI has received the payment.

After **Wednesday 17 May 2017**, only payments by credit card will be accepted.

#### **Registration modification & cancellation conditions**

If a badge is lost or forgotten, an administrative fee of **GBP 70.-** will be charged for the reprint of the badge after identity verification (passport, driving license or other recognized identification documents).

#### **Cancellation of Registration**

Cancellations received before **17 May 2017**, Midnight CET: **GBP 70.-** per participant.

Cancellations received after **17 May 2017**: **No payments will be refunded.**

#### **Cancellation of Networking programme**

Cancellations received before **19 April 2017**, Midnight CET: no cancellation fees will incur.

Cancellations received after **19 April 2017**: **No payments will be refunded.**

#### **Refund**

Refunds will be made after the congress by credit card according to your pre-payment method.

No Refund will be given for cancellation received after **17 May 2017** (midnight CET).

### **ACCOMMODATION – OFFICIAL HOTELS**

**Manchester** attracts many tourists, and due to the high demand for accommodation during this period, reservations will be made on a first-come, first-served basis. We recommend booking before **26 April 2017** to ensure availability.

MCI acts as an agent for accommodation bookings and **BSG** accepts no responsibility for any recommendations given or any transactions made.

## **Payment conditions**

**Important:** For hotel bookings, a deposit payment covering the full stay is required with your reservation. Your booking will be confirmed upon receipt of your hotel deposit. This prepaid deposit will be deducted from your final hotel bill when checking out from the hotel.

For bookings of 2 rooms or more, the full payment is required to confirm your reservation.

Additional expenses such as mini-bar and telephone, must be paid directly to the hotel when checking out.

Only payments by credit card will be accepted. Should the amount to be paid be over GBP 1'200.-, we will charge an extra 4% of the amount due.

Group reservations (more than 10 rooms) will be handled by MCI Suisse SA with separate contracts. Please contact MCI for further information at: [bsg.reghot@mci-group.com](mailto:bsg.reghot@mci-group.com)

## **Modification & Cancellation conditions**

Any enquiries or requests for additional information, modifications or cancellations to room reservations should be addressed to MCI in writing (fax or email). Please do not contact the hotel directly.

## **Cancellation conditions**

### **Hilton Manchester Deansgate, Radisson Blu Manchester Airport & Novotel Manchester Airport**

In the event of cancellation up to Wednesday, May 10, 2017: no charge will incur

From Thursday, May 11, 2017 to Wednesday, May 31, 2017: 50% of one room night will be charged in case of cancellation

From Thursday, June 01, 2017: 100% of one room night will be charged in case of cancellation

### **Radisson Blu Edwardian Manchester**

In the event of cancellation up to Wednesday, April 12, 2017: no charge will incur

From Thursday, April 13, 2017: 100% of one room night will be charged in case of cancellation

### **Mercure Manchester Piccadilly**

In the event of cancellation up to Wednesday, May 10, 2017: no charge will incur

From Thursday, May 11, 2017: 100% of one room night will be charged in case of cancellation

## **Check-in/Check-out Time**

Hotel check-in time is 15:00. Should you wish to check-in earlier, extra costs may apply.

If arriving after 20:00, please notify MCI Suisse SA in advance.

Check-out time is 12:00. Should you wish to check-out later, extra costs may apply.

Early check-ins and late check-outs cannot be guaranteed free of charge.

## **GENERAL CONDITIONS**

### **Methods of payment:**

- **Credit card:** Only Eurocard/Mastercard, Visa and American Express are accepted.  
Should the amount to be paid be over GBP 1'500.-, we will charge an extra 4% of the amount due.

All payments are to be made in pound sterling (GBP/£). VAT may increase without notice and any such change will be reflected in final rates.

- Payment by cheques are not accepted.

### **Insurance and liability:**

It is recommended that participants obtain adequate cover for travel, health and accident insurance before they depart from their countries. BSG Annual Meeting 2017 and MCI as organizers cannot accept responsibility for personal injuries, or loss of, or damage to, private property belonging to the congress participants and accompanying persons.

BSG Annual Meeting 2017, MCI, Venue and Hotel 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 Hotel and /or venue from accommodating the clients of MCI for the event or if for the same reasons the event is cancelled by MCI.

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.

#### Visa

You do NOT need a visa for United Kingdom for business, personal visits or tourism if you are:

- citizens of an EU country
- citizens of the European Economic Area (EEA): Norway, Iceland and Liechtenstein.
- citizens of Switzerland as part of the European single market

In this case, a passport or other travel identification for the duration of their stay is sufficient. For more detailed information, please visit the British Foreign Ministry [here](#).

Citizens of other countries may need a visa. Please contact your travel agent or the nearest British diplomatic authorities for further information. If they should need a visa, please apply early enough to allow sufficient handling time to the authorities.

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

#### Force majeure:

MCI and the Hotel 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 Hotel, 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 Hotel from accommodating the clients of MCI for the event or if for the same reasons the event is cancelled by MCI.

#### Closure of a hotel:

Should above mentioned offered hotel(s) close between the date the contract was signed and the start of the event, MCI will do its utmost to offer alternative options to the client. If the client confirms such an alternative option, MCI will not be responsible for any difference in rates. Should the client decline the option and book in another hotel outside of MCI's block, pre-payments made by the client for the closing hotel(s) would be reimbursed by MCI.