



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



## BSG Annual Meeting 2017 GROUPS 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:

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

All payments should be made before the beginning of the congress; otherwise, badges will not be given to the group leader or participant(s). Badges will be not given to the participant(s) in the event that the final invoice has not been settled before the congress.

Modifications and/or new registrations made on-site will require immediate payment (by cash or credit card).

In accordance with DIRECTIVE 2011/7/EU, late payment interest will be charged in the amount of 8% above the European Central Bank's base reference rate.

Refunds will be made after the end of the congress, once your final balance invoice is issued. All refunds will be made by credit card.

#### Group registration procedure:

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

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

You will have plenty of time (**until Wednesday 17 May 2017, midnight CET**) to complete the submission of your list of participants.

All modifications and cancellations are to be communicated by e-mail to MCI for processing (for related costs, please refer to the applicable rules listed below).

#### Registration, modifications and cancellations:

**Names** of all participants (registration and/or accommodation) should be submitted online **before 17 May 2017**.

#### Registration Cancellations:

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

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

#### Modifications:

Modifications received from **17 May 2017** until **22 June 2017**: **GBP 35.-** per registration modification.

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).

#### 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.**

## ACCOMMODATION

**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.

#### Group payment conditions

50% of the total amount due to confirm the reservation

100% of the total amount due before Wednesday, April 5, 2017

In accordance with DIRECTIVE 2011/7/EU, late payment interest will be charged in the amount of 8% above the European Central Bank's base reference rate.

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.

#### Modification & Cancellation conditions

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

#### Cancellation conditions

As liquidated damages, cancellation charges are calculated on projected charges (*per hotel, per night, subject to all applicable taxes*). In the event of total or partial cancellation of unused rooms in the block:

#### Hilton Manchester Deansgate

- From confirmation to Wednesday, April 05, 2017: 100% of the total amount due may be cancelled free of charge
- From Thursday, April 06, 2017 to Wednesday, May 17, 2017: 60% of the total amount due is non refundable
- From Thursday, May 18, 2017 to Wednesday, May 24, 2017: 80% of the total amount due is non refundable
- From Thursday, May 25, 2017: 100% of the total amount due is non refundable

#### Radisson Blu Edwardian Manchester

- From confirmation to Wednesday, April 05, 2017: 100% of the rooms can be cancelled free of charge
- From Thursday, April 06, 2017: 100% of the total amount due is non refundable

#### Novotel Manchester Centre, Radisson Blu Manchester Airport & Mercure Manchester Piccadilly

- From confirmation to Wednesday, May 10, 2017: 100% of the rooms can be cancelled free of charge
- From Thursday, May 11, 2017: 100% of the total amount due is non refundable

#### 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.

### Data management:

**Names** of all participants (registration and/or accommodation) must be submitted and reservations assigned online **before 17 May 2017**.

The Group Leader hereby commits to manage group registrations and hotel reservations using the tools proposed by the official registration bureau. The B-Com portal will be used to respect relevant registration and, if applicable, accommodation deadlines. Access to this tool will be provided upon full payment of deposits required.

Contact information is to be entered in the system including the full coordinates of the participant of the congress. No generic agency coordinates will be accepted if reservations are handled by a third party or on the behalf of a sponsor. Reservations for registration and/or housing will then be assigned and updated through the B-Com portal and managed by the Group Leader or its internal representative.

MCI, as the Official Registration Bureau will not be responsible for entering contacts' coordinates nor assigning services on behalf of the entity hereby engaged in this contract.

Should the Group Leader or the entity engaged in the present contract choose not to proceed with the proposed online tools, MCI will charge a handling fee of **GBP 35.-** per participant, provided that the full coordinates are supplied.

### 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

Your delegates do NOT need a visa for United Kingdom for business, personal visits or tourism if they 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.