

# ICA GLOBAL COOPERATIVE CONFERENCE

## GENERAL TERMS & CONDITIONS

### DEFINITIONS

These Terms & Conditions for participants apply to every person attending in person the ICA Global Conference in New Delhi, India from 25 to 30 November 2024 (hereafter referred to as “the Conference”), organised by the International Cooperative Alliance (ICA) (hereafter referred to as “the Conference organisers”).

### REGISTRATION FEES

The regular **participant** registration fee is EUR 900.

**Accompanying persons** pay EUR 100 and include spouses, partners and children accompanying a registrant. They are only entitled to attend the welcome cocktail and gala. Should they wish to attend any sessions, they will need to register and pay the full required fee as a participant.

**Participants from India** pay a discounted fee of EUR 550. This fee will be automatically applied when a participant from India registers.

Participants from **ICA Members** pay a discounted fee of EUR 750. This fee will be applied when a participant selects that they are from an ICA Member organisation in the registration form. **ICA Members from [World Bank Country Income Index Low and Lower-Middle income economies](#)** will be eligible for a reduced fee of EUR 500 on request. To benefit from this reduced fee, you must use the discount code that was sent to your organisation when you register. If you did not receive this code, contact Gretchen Hacquard, Director of Membership, at [hacquard@ica.coop](mailto:hacquard@ica.coop).

Participants from **ICA Members in India** pay a discounted fee of EUR 400. This fee will be applied when a participant selects that they are from an ICA Member organisation in India on the registration form.

**Youth** participants pay a reduced registration fee of EUR 200. Youth registration is for those who will be 35 or under as on 25 November 2024. In order to get the registration code for these reduced fees, a copy of the passport must be sent to the secretariat.

Amendments to registrations can be made in the registration portal by the registrants themselves.

All participants should register online at <https://icanewdelhi2024.coop/welcome>.

### REGISTRATION INSTRUCTIONS & TERMS

Contact the conference registration secretariat at [conference@icanewdelhi2024.coop](mailto:conference@icanewdelhi2024.coop) with any questions regarding registration.

Submission of the online registration form is regarded as a firm booking and acceptance of these terms and conditions.

Only fully completed registration forms will be accepted. A proforma invoice will be sent after receipt of your registration. The final invoice will be sent upon receipt of payment in full.

Your registration will not be confirmed until full payment has been received.

The registration fee for participants includes the entrance fee for the plenary and parallel sessions on the programme (unless otherwise specified), processing of registrations and registration materials, official documentation, coffee breaks, lunches, welcome cocktail and gala, and access to the conference app.

The Conference organiser cannot guarantee available space in every session.

The registration fee does not include accommodation, transport or other incidental costs.

By registering to the Conference, participants agree that neither the India co-organisers, nor the ICA assume any liability whatsoever. Participants are requested to make their own arrangements for health and travel insurance. The Conference fee does not include insurance.

The Conference organisers cannot guarantee that a conference bag and other materials will be available for late registrations. All conference materials will be distributed onsite.

If the maximum participant capacity is reached, the conference organisers reserve the right to refuse additional registrations.

#### **GROUP REGISTRATION**

If you wish to register as group to have one invoice, you can do so using the regular online registration form and choose to “add another participant” after the first participant is created.

Should you wish to have one person who may or may not be a registrant receive all confirmations and invoices, this will be an option on the registration form.

Payments for the entire group should be made in one full payment and you will receive one invoice and one payment receipt for the entire group registration. Should you need individual invoices and payment receipts, please register each participant separately.

#### **BURSARIES**

Should you need a bursary to help you attend the Conference please send your request to [conference@icanewdelhi2024.coop](mailto:conference@icanewdelhi2024.coop) and the ICA will inform you if it will be possible and under what conditions.

#### **REGISTRATION CONFIRMATION/RECEIPT**

A registration confirmation will be sent by email after the online registration and the related payment has been received. Participants may be requested to present this registration confirmation at the registration counter as proof of their registration and payment.

## MEDIA & PRESS PARTICIPATION

Members of the Media & Press are invited to attend the Conference free of charge provided that they produce *in situ* a minimum two articles on the Conference (plenary sessions or breakout sessions). Application for the media discount code and Media Accreditation should be submitted to [media@ica.coop](mailto:media@ica.coop).

## METHODS OF PAYMENT

Payments should be received in euros only either by credit card or by bank transfer and no later than two weeks before the date that the Conference begins. In the event that payment is not received two weeks before the Conference, the participant may be refused entrance unless he/she pays onsite by credit card.

You will receive a proforma invoice with all the payment details by e-mail once you have made your registration on the Conference website. Registration fees are payable by one of the three options below:

1. By credit card online: you will receive a link to a secure credit card payment server which is connected to Saferpay (Worldline), an online payment provider. You will receive a credit card receipt after your payment
2. By bank transfer: Participants are required to mention their identification or registration number as a reference on all bank transfers. It should be noted that all transfer charges must be met by the sender.
3. By credit card to the ICA (offline): you will provide your credit card details to the ICA who will charge your credit card. You will receive a credit card receipt after your payment.

Your registration will be validated, and a final invoice will be sent once we receive confirmation of your payment.

Furthermore, for security reasons, cash payments for the full registration costs onsite are avoided as much as possible.

## REGISTRATION NAME CHANGE

A new registration form for the substitute participant should NOT be submitted. Registrants will be able to amend their registration themselves online in the registration portal at the link provided when you register. Name changes will not be accepted online after 21 November 2024. After this date, all name changes must be provided onsite. Any changes which incur a fee must be paid in order for the substitute participant to attend the Conference.

## CANCELLATION POLICY

If you are unable to attend the Conference, we welcome substitute participants attending in your place at no extra charge provided that we have at least eight days prior notice of the name of your proposed substitute and have received payment in full. See above "registration name change".

Any cancellations received prior to 10 October 2024 will be given 90% refund. Any cancellations received on or after 10 October 2024 will be subject to the conference fee being paid in full. No refund will be issued by the ICA until after the Conference has finished.

All refund requests must have all relevant information regarding the bank account to which a possible refund may be remitted. In the case of over-payment or double payment, refund requests must be made in writing and sent to the secretariat and to [accounting@ica.coop](mailto:accounting@ica.coop), by email. The email receipt date will be the basis for issuing refunds.

Note that hotels will have their own cancellation policies.

No refunds will be granted for unattended events or early termination of attendance, in case of cancellation of speakers, lack of space in the Conference room or any other incidents during the Conference, which are beyond the control of the Conference organisers.

### **CANCELLATION OF THE CONFERENCE**

In the event that the Conference cannot be held or is postponed due to events beyond the control of the Conference organisers (force majeure) or due to events which are not attributable to wrongful intent or gross negligence of the Conference organisers, the Conference organisers cannot be held liable by participants for any damages, costs, or losses incurred, such as transportation costs, accommodation costs, costs for additional orders, financial losses, etc.

### **MODIFICATION OF THE PROGRAMME**

The Conference organisers reserve the right to modify the programme. No refunds can be granted in case of cancellation of speakers, lack of space in the Conference room or any other incidents during the Conference which are beyond the control of the Conference organisers.

### **LIABILITY**

Views expressed by speakers, sponsors and/or exhibitors are their own. The ICA cannot accept liability for any advice given, or views expressed, by any speaker, sponsor and/or exhibitor at the Conference or in any material provided to participants. In addition, the ICA shall not be responsible or liable for any direct or indirect loss or damage of any sort incurred as the result of the services or information provided in connection with the event.

Lastly, the Conference organisers cannot accept liability for loss of, or damage to, property belonging to Conference participants during the event.

### **LOST NAME BADGE**

The Conference name badge must be worn at all times during the Conference. Access to the Conference venue will not be granted without the name badge issued by the Conference organiser. If a participant loses, misplaces or forgets the name badge, the participant will be required to register again and pay the full registration fee.

### **LETTER OF INVITATION**

Individuals requiring an official Letter of Invitation from the Conference organisers for purposes of travel or applying for a visa can request one through the Conference secretariat. To receive a Letter of Invitation, participants must have paid their registration fee and submit any necessary data, as required on the online form.

The Letter of Invitation does not financially obligate the Conference organisers in any way.

### **VACCINATION REQUIREMENTS**

It is the sole responsibility of the participant to ensure safe travel in India. Participants should reference the official information provided by their governments or the government of India regarding vaccination and safe travel recommendations.

## VISA REQUIREMENTS

It is the sole responsibility of the participant to take care of his/her visa requirements. Participants who require an entry visa must allow sufficient time for the application procedure. Participants should contact the nearest Indian embassy or consulate to determine the appropriate timing of their visa applications.

The Conference organisers and/or the ICA will not directly contact embassies and consulates on behalf of visa applicants.

It is recommended that participants initiate their visa request at least 90 days prior to the Conference.

The visa will only be given for the dates that are covered by the insurance policy, which need to relate to the travel dates.

Note: India embassies and consulates-general are independent decision-making agencies for visas, sometimes after specific checks have been made with other countries. You cannot appeal against the rejection of a visa application, neither can the ICA intervene on your behalf in case of a rejection or to speed up the procedure.

## TRAVEL-HEALTH INSURANCE

It is the responsibility of the participants to arrange appropriate insurance cover in connection with their attendance at the Conference. The ICA is not responsible for any individual medical, travel or personal insurance.

## TRANSPORTATION

The Conference registration gives access to the event and does not include the travel arrangements and costs (air, sea or land transportation).

## SECURITY

Attendees are required to kindly collaborate with security protocols at the venue.

## PRIVACY AND DATA PROTECTION

The protection of your data is important to us.

The ICA will collect and store necessary personal information for the preparation and execution of the Conference to be held in New Delhi, India, from 25 to 30 November 2024.

By registering for this Conference, the parties concerned are agreeing that the Conference organisers may use that personal information to contact them by email, direct mail, telephone or fax, in order to supply information relevant to this Conference, or about other Conferences, events and opportunities that the organisers are planning and feel may be of interest to them.

Please visit [https://ica.coop/en/international-co-operative-alliance-data-protection-policy?\\_ga=2.209692754.1524377833.1554550669-1573556191.1515853062](https://ica.coop/en/international-co-operative-alliance-data-protection-policy?_ga=2.209692754.1524377833.1554550669-1573556191.1515853062) for the data protection policy of the ICA. You may ask to be removed from the ICA database at any time.

## PHOTOS & FILMING

Photos and videos will be taken during the event, for example, in a group of people or when presentations are made or questions asked, and these will be posted and shared by the structures of the ICA in their websites, social media pages or other communications channels having for purpose the promotion of the cooperative movement. Use of the photographic images for purposes other than those described above or for marketing via the transfer of the images to third parties is prohibited. Participants who do not wish for their photos or videos of them to be posted online should contact the Communications Director, Leire Luengo, at [luengo@ica.coop](mailto:luengo@ica.coop) who will ensure that the ICA and structures are informed.

## WEBSITE & LINKS

The Conference and associated ICA websites may link to other websites and networking tools provided for the convenience of the users. The contents of these websites are maintained by their owners, for which the ICA takes no responsibility. Neither can responsibility be taken for contents of any website linking to this website.

## GENERAL

We reserve the right at all times to change, amend, add or remove any of the above terms without prior notice if one or more of the conditions outlined in these Terms & Conditions should be or become invalid. The remaining conditions will continue to be valid and apply. These Terms & Conditions apply to all participants of this event, including speakers, sponsors and exhibitors.

## APPLICABLE LAW AND COMPETENT COURTS

Except in case of contrary provisions of imperative law, Belgian law shall apply.