

TERMS & CONDITIONS

IF FORUM 2024
OLYMPIC MUSEUM, LAUSANNE
MÖVENPICK HOTEL, LAUSANNE

IF FORUM 2024

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1. DELEGATE

1.1 DELEGATE FEE

Each Umbrella Organisation (ASOIF, WOF, ARISF, AIMS), along with their International Federations and other Sport Organisations receive two (2) complimentary accreditations for the IF Forum. Additional accreditations will be charged at the rate of 500 CHF per person.

All delegate passes, whether complimentary or paid, must be for Presidents, Secretary Generals (or equivalent positions such as CEO, COO), and individuals employed by Umbrella Organisations, International Federations, and other Sport Organisations.

1.2 MEETING ROOMS AND FORMAL FUNCTIONS AT THE OFFICIAL IF FORUM VENUE

The meeting rooms and formal functions at the IF Forum 2024 venue are exclusively available for use and organisation by SportAccord and its Official Partners.

1.3 IMPORTANT NOTES

After completing the online registration process, registration (i.e., delegate accreditation, hotel booking) will be confirmed by email.

SportAccord reserves the right to change or cancel registration for the IF Forum 2024 in full or in part (i.e., delegate accreditation, hotel booking). Any changes to the registration will be promptly communicated by email.

All administration fees associated with the cancellation of a registration (i.e., delegate accreditation, hotel booking) will be paid by the Delegate.

1.4 PAYING DELEGATE PASS CANCELLATION POLICIES

Individuals wishing to cancel a delegate pass may do so by writing to: info@sportaccord.sport

If, after paying for delegate accreditation, unforeseen circumstances prevent attendance at the IF Forum 2024, a name change to another person within the organisation will be permitted at no additional cost.

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1.5 VISA

It is the Delegate's responsibility to obtain an entry visa for Switzerland. The cancellation policies for the IF Forum 2024 (delegate accreditation and hotel accommodation booking) will still apply even if the visa is not granted.

1.6 PHOTO/VIDEO RELEASE

Registration and attendance at the IF Forum 2024 imply consent to being photographed and video recorded, with permission granted for these photos and videos to be used by SportAccord and its partners for marketing and social media purposes.

1.7 CONFERENCE PROGRAMME

The conference programme will be made available on the [SportAccord website](#), with more details added as sessions and speakers are confirmed.

1.8 ACCOMPANYING GUEST

If an accompanying guest (i.e. spouse) wishes to participate in the event, please contact info@sportaccord.sport.

2. HOTEL ACCOMMODATION

2.1 COMPLIMENTARY ROOM BOOKING

- SportAccord covers two (2) nights of accommodation (single occupancy standard room) for one (1) delegate from each Umbrella Organisation, International Federation, and other Sport Organisations. Any additional costs, such as sharing a room with accompanying guests, are the responsibility of the delegates from the aforementioned Organisations and must be paid directly to the Official Hotel.
- The complimentary room is available for use between 21 October 2024 (earliest check-in date) and 23 October 2024 (latest check-out date).
- Any hotel room nights booked outside of the above-mentioned period will be charged to the Delegate and must be paid directly to the Official Hotel.
- Complimentary rooms must be booked by 21 August 2024. If not booked by this date, the complimentary room will be released for the respective Organisation.

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- Hotel accommodation Terms and Cancellation Policies also apply to the complimentary room.
- Hotel room rates include breakfast and wi-fi/internet.
- Any extras (minibar, telephone, laundry, etc.) will be charged and paid by the Delegate upon check-out.

2.2 ADDITIONAL ROOM BOOKING (PAYING ROOMS)

The Organisation wishing to book an additional room at their own cost may contact the Mövenpick Hotel directly.

Paying rooms are subject to availability.

2.3 COMPLIMENTARY ROOM CANCELLATION POLICY

If the cancellation is received:

- On or before 21 September 2024: no penalty will be charged.
- After 21 September 2024: 100% of room fees will be due. SportAccord will issue the invoice to the concerned delegate for full payment.

A name change (to someone else within the organisation) is permitted at no cost.

3. DELEGATE FEE PAYMENT

All delegate fee charges must be paid in full upon completion of registration.

Accommodation charges for any extras (minibar, telephone, laundry) or additional nights should be paid directly at the hotel upon check-out. The hotel will collect credit card details at check-in.

4. DELEGATE FEE PAYMENT OPTIONS

Payment types available:

- Visa
- MasterCard
- American Express

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5 . COPYRIGHT AND IMAGE RELEASE

Registration and attendance at the IF Forum imply consent to the following:

- The ID photo uploaded in the online registration form will be used for the accreditation badge. Please note that the accreditation badge cannot be issued without a photo.
- Being photographed or video recorded, with permission for photos and videos to be used by SportAccord and its partners for marketing and social media purposes.
- The photographs taken and live broadcast programmes produced during the IF Forum shall constitute derivative works belonging exclusively to SportAccord. By attending, the Delegate assigns to SportAccord, without further consideration, all rights, title, and interest worldwide in any photographs, videos, moving pictures, podcasts, broadcasts, and other media related to the IF Forum, along with all other resulting rights.
- SportAccord shall have the exclusive right to produce, exploit, and broadcast on the World Wide Web, radio, and television (including, but not limited to, SportAccord TV, www.sportaccord.sport, YouTube, Twitter, Facebook, LinkedIn, and all other digital media) before, during, and after the IF Forum 2024 in any form they deem appropriate. All related rights belong exclusively to SportAccord.
- Receive emails from SportAccord regarding the IF Forum and SportAccord in general. Such communications will always include a simple option to refuse or 'opt-out' of future communications.

6. SPORTACCORD MEDIA AND SPORTACCORD CONTENT

SportAccord shall provide the Delegates with catalogues, periodicals, databases, programmes, and websites specific to the event (hereinafter referred to as "SportAccord's Media" or "its Media"). SportAccord is the owner and publisher of this Media, which it publishes and distributes, except for the content published by Delegates via the online community hosted by SportAccord. This Media is protected, and Delegates shall not use it in any manner whatsoever without prior written agreement from SportAccord.

SportAccord's Media and Content provided to Delegates: All texts, videos, images, distinctive signs, data, IT applications and/or functionalities published in SportAccord's Media, except those submitted by Delegates (hereinafter, the "Content"), are the property of SportAccord and/or third parties.

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Delegates shall not reproduce, modify, delete, distribute, grant, or use this Content, in whole or in part, in any manner whatsoever, without the prior written agreement of SportAccord or the respective rights holders. Otherwise, Delegates risk being held liable.

SportAccord's Media and Content provided by Delegates (i.e. Partners, Speakers, panellist members): The Delegate authorises SportAccord to reproduce and use their content, free of charge and worldwide, for the duration that SportAccord's Media is distributed. The Delegate shall be solely responsible for the information and documents they provide, which are published and distributed via SportAccord's Media. The Delegate may not hold SportAccord liable, including in the case of errors and/or omissions, particularly if these result from erroneous or incomplete information provided by the delegate. Furthermore, the Delegate shall ensure that it holds all necessary authorisations and, if not, shall bear responsibility for any claims against SportAccord.

Placing advertising on SportAccord's Media: At its sole discretion, SportAccord shall determine the advertising spaces available on its Media and reserves the right to control all advertising distributed therein to ensure compliance with applicable laws and protect the interests of the event and/or the Delegates.

Delegates are reminded that this is an invite-only event, closed to the public and media. As such, no interviews are permitted during the event. SportAccord reserves exclusive rights to all media content, including interviews, press releases, articles, photographs, and social media posts. Delegates may not produce or share any such content without prior written approval from SportAccord.

7. DATA PROTECTION

Delegates are informed that their personal data, including all information requested during event registration that can be used to identify them (such as surname, first name, position, email address, telephone numbers, and photographs), is essential for participation in the event. SportAccord may use facial recognition to expedite the printing of accreditation badges. Delegates will have the option to opt-out and be accredited by other means.

All or some of this personal data may be shared with third parties contracted by SportAccord, including SportAccord's accreditation supplier and other partners.

Any processing of personal data is carried out in strict compliance with applicable data protection laws, including the Swiss Federal Data Protection Act of 19 June 1992 and, to the extent applicable, the new General Regulations of the European Union on data protection (GDPR). Additionally, any processing of personal data will be conducted in accordance with SportAccord's Privacy Notice, which is incorporated into these Terms and Conditions. SportAccord's Privacy Notice is available at: <http://www.sportaccord.sport/privacy-policy>. By registering for and attending the IF Forum, Delegates consent to the Terms and Conditions outlined in SportAccord's Privacy Notice.

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8. REFUND POLICY AND FEE

If a refund is approved by SportAccord, a fee of 3% will be deducted from the refunded amount to cover credit card administration costs.

9. SPORTACCORD CONTACT DETAILS

For any inquiries, please contact:

SportAccord
Avenue de Rhodanie 54
1007 Lausanne
Switzerland
Tel: +41 21 601 27 30
Email: info@sportaccord.sport
Swiss VAT Number: CHE-113.462.623

10. SUMMARY

Complimentary rooms:

- Must be booked by 21 August 2024. SportAccord cannot guarantee the complimentary room after this date.
- Cancellation on or before 21 September 2024: no room fee/penalty charged.
- Cancellation after 21 September 2024 or “No-Show”: 100% of room fees will be due. Name changes are allowed at no cost and must be communicated to info@sportaccord.sport

Paying delegate pass:

- Name changes (to someone else within your organisation) are permitted at no additional cost.