



## TERMS AND CONDITIONS

To qualify for early bird registration, registration fees must be paid in full by the early bird deadline of 9 May 2022. Registration fees received after this date will revert back to the standard Congress applicable rate. Registration fees are based on date of payment receipt, not the date of receipt of registration form.

After 5 August 2022 midnight GMT+2 (Paris time), only payment made by credit card will be accepted.

The Congress is committed to the health and safety of our attendees, sponsors and exhibitors, your communities and our industry. In the event of travel bans, border closures, restrictions on large gatherings, or other impacts due to Covid-19 pandemic or other conditions, the Congress will move from a hybrid event to a virtual Congress or change dates.

If moved to a virtual Congress the difference in registration rates will be refunded. In the case that the attendee does not wish to attend the Congress virtually, no full refunds will be given, only the difference in the fee will be refunded.

By registering to attend the Congress, you accept these conditions.

### **CANCELLATION CONDITIONS**

If the Congress is proceeding as a hybrid event, a request to convert to a virtual registration from a full registration will receive a refund of the difference if advised via email by Friday 29 July 2022 midnight GMT+2 (Paris time).

Cancellations received in writing to the Congress Office by Friday 29 July 2022 midnight GMT+2 (Paris time) will be accepted and all fees refunded less an administrative fee of 100€. Cancellations or requests to change registration type received after this date cannot be accepted and will not be refunded (in part or full).

If your application for a visa to enter France is unsuccessful, the above cancellation terms apply.

Transfer of registration: Transfer of your registration to another person within your organisation is acceptable. The full name and details of the person that will replace you must be advised in writing to the Congress Office prior to the Congress.

Non-attendance: No refunds will be made for non-attendance at the Congress.

### **Congress Cancellation by World Federation of Occupational Therapists Congress 2022**

It may be necessary for reasons beyond the control of World Federation of Occupational Therapists Congress 2022 (WFOT 2022) to alter the times, dates, itineraries or speakers of the Congress by notice to you at any time. In the unlikely event of cancellation of the Congress, the maximum liability of WFOT 2022 is the full amount of the refund of the Congress registration fee and its associated components of attendance with no additional liability for travel costs, hotel costs, or any other costs or expenses whatsoever.

In the unlikely event of cancellation or postponement of the Congress due to circumstances beyond WFOT 2022 reasonable control including but not limited to, acts of terrorism, war, acts of God and natural disaster or global health crisis, WFOT 2022 or Think Business Events cannot be held responsible for any cost, damage or expense which may be incurred by registrants as a consequence of the event being postponed or cancelled.

Member registration fees:

To qualify for the Member Rate, you must be an individual member of WFOT, or a member of a national association that is a member organisation of WFOT. Your membership status will be verified by the relevant Association. [Click here](#) for details of which national associations are WFOT members.

Student Rate:

The Student Rate applies to those who are a student at the time of registration and the Congress period. Students are those studying in an entry level education programme to become an occupational therapist, or

qualified occupational therapists who are undertaking full time doctoral studies or similar post entry-level education.

Processing time for bank refunds: Refunds (less applicable administrative fees) if applicable will be processed no later than 30 days of the conclusion of the Congress. After this date if no bank details have been received by the Congress the refund will be forfeited.

### **Late Registration**

The Congress organisers cannot guarantee that collateral, such as satchels, will be available to late registering attendees (inside one month before the Congress). In addition, there is a risk that social programme functions may be fully subscribed.

### **GRANT RECIPIENT TERMS AND CONDITIONS**

Grant recipients must submit a report within two months of the Congress to WFOT, reporting on their experience and the impact of attending the WFOT Congress (failure to do so may lead to a refund being sought by WFOT). Information provided within these reports may be used by WFOT on its website, social media and in e-newsletters for promotional purposes.

Grant recipients may be required to submit a written report to the journal/newsletter of the funding association as well as any local publication they may have about their attendance and their key learning experiences whilst in Paris.

Grant recipients commit to return to their home country at the end of the Congress, for those attending in person.

Successful candidates will be required to sign an undertaking indicating that any expenses/payments made on their behalf will be repaid if they do not attend the WFOT Congress 2022.

Grant recipients and amounts will be determined by WFOT.

WFOT retains the right to make final decisions regarding the selection of successful candidates.

WFOT is not responsible or liable for Grant recipients during their stay in Paris, if attending in person.

WFOT recommends visa applications are initiated in a timely manner. WFOT does not accept any responsibility or liability for the visa application procedure. Expenses will not be reimbursed until the required visa has been obtained.

WFOT does not accept any liability for damages occurring from or resulting by visiting the WFOT Congress 2022, or during an applicant's stay in Paris. Grant recipients are responsible for their own travel insurance which is recommended to include cover for Covid-19 related costs. WFOT will not be funding quarantine costs.

### **PRIVACY STATEMENT**

WFOT has adopted the EU General Data Protection Regulation (GDPR) for the purposes of the Congress. The Privacy Principles govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information. The EU General Data Protection Regulation ([GDPR](#)) sets out rules and guidance about how **personal information** should be treated. And as well as the specifics, the law provides a set of **general principles** that must permeate all acts of data processing. WFOT 2022 Congress reserves the right to modify or amend privacy and copyright statements at any time, provided those modifications or amendments comply with applicable laws.

WFOT general privacy statement can be [found here](#)

### **USE OF PERSONAL INFORMATION**

The Congress will collect and store information you provide in this Registration Form for the purposes of enabling us to:

- register your attendance at the Congress;
- assist with administrative and planning purposes;
- plan and develop Congress and other events in the future;
- facilitate your requirements in relation to the Congress; and

- allow the compilation and analysis of statistics relevant to the Congress.

The information that you provide in the Registration Form and information provided at any other time during the Congress, including without limitation any feedback obtained during the Congress, will be used by the Congress to offer, provide and continue to improve its Congress and other services.

To fulfil your request to access the online registration portal you enter into an agreement with WFOT 2022 Congress and we capture and process a set of personal information provided by you. For EU data protection law our lawful basis for processing personal data for this purpose is [Article 6, \(1\)\(b\)](#).

The data that we collect from you is transferred and stored within the United Kingdom (UK), the United States, Australia and other jurisdictions around the world. We will retain your data only for as long as we have a business requirement to do so.

To provide you goods and services, WFOT 2022 Congress works with a range of suppliers. These third parties operate under contract with WFOT 2022 Congress and we will share your information with these parties where it is necessary to deliver the goods and services you have requested.

These suppliers are data processors under data protection law and can only process your information in line with the instructions we provide in their contract. These include specific clauses to protect your personal information. They will not share your personal information with any organisations apart from us. They will hold it securely and retain it for the period we instruct.

In some circumstances we are legally obliged to share information. This would relate to regulators, law enforcement bodies, government agencies, courts or other third parties where we think it's necessary to comply with applicable laws or regulations, or to exercise, establish or defend our legal rights. Where possible and appropriate, we will notify you of this type of disclosure.

**Access rights.** You have the right to access information we hold about you. Your right of access can be exercised in accordance with the EU General Data Protection Regulation (GDPR) or applicable data protection law at any time by contacting us via the contact details provided in this policy

**Data Rectification/Erase.** You have the right to have your data rectified if you believe it is inaccurate and/or erased if you believe it is no longer necessary for us to process your data or you have withdrawn your consent (where consent was given to process data in the first place).

**Data portability.** You can request access to your data, and for the data to be provided to you in an accessible format (e.g. in a word processing document or spreadsheet) at any point.

Emails and information transmitted are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you are not the intended recipient, please delete it and notify the sender.

## **VIRTUAL PLATFORM**

Attendees will receive Congress login details direct from the platform.

All registered attendees' name, position, organisation will be uploaded to the virtual platform but will not be visible to other attendees, sponsors etc. Attendees may choose to make themselves visible on the site. Attendees are able to edit their profile at any time, and are responsible for what appears visible.

Attendees are also responsible for any technical requirements to enable you to use the link to the platform provided by WFOT Congress and to participate in the Congress via the Platform.

Attendees can update the profile and privacy settings at any time.

## **CONGRESS ATTENDEE LIST**

The Congress may publish an Attendee list either in print or online. The Attendee list may also be available through the Congress Virtual Platform and Congress App. The Attendee List will contain attendee's name, organisation and location (state or country) only. Registrants may withhold consent for inclusion of their details on the Virtual Platform and list by selecting this option on the registration form or notifying the Congress Office in writing by Friday 29 July 2022 midnight GMT+2 (Paris time). Otherwise only your name, organisation and location (state or country) only will be included in the Attendee List.

## **DISCLOSURE OF PERSONAL INFORMATION TO THIRD PARTIES**

The Congress will not otherwise, without your consent, use or disclose your personal information for any purpose unless it would reasonably be expected that such purpose is related to the offer, provision and improvement of the Congress or where such purpose is permitted or required by law.

Registrants may withhold consent for disclosure of their contact details to sponsors or exhibitors during the registration process.

By registering for this Congress, all registrants grant permission to WFOT 2022 Congress the association and its agents, to take photographs at the Congress to reproduce and to distribute in association educational, news or promotional materials and other association publications, whether in print, electronic or other media, including the Congress website. By participating in the Congress, you permit the association to use, reproduce and distribute photographs taken of you for such purposes and waive your legal rights to pursue any cause of action against the WFOT 2022 Congress related to such photographs. If you have any concerns regarding the use of photographs taken of you during the Congress, please see the registration desk during the Congress or contact the Congress Office [wfotcongress@thinkbusinessevents.com.au](mailto:wfotcongress@thinkbusinessevents.com.au) before Friday 29 July 2022 midnight GMT+2 (Paris time).

It is understood these images may be used for promotional, news, on-line/multimedia, research and/or educational purposes by and for WFOT 2022. Attendees agree that they are not entitled to remuneration, residuals, royalties or any other payment from WFOT 2022 in respect of their image/likeness or its use. Attendees release, discharge, and hold harmless, WFOT 2022 and its agents from any and all claims, demands or causes of actions that they may hereafter have by reason of any anything contained in the photographs or video. Should an attendee not agree to the above image release, they must advise the Congress Office.

WFOT has the discretion to update [their privacy statement](#) at any time.

If you have questions, comments, and requests regarding this privacy policy, please email us at [wfotcongress@thinkbusinessevents.com.au](mailto:wfotcongress@thinkbusinessevents.com.au)