

General terms and conditions for registration and participation to the IUCN Leaders Forum 2023

Contents

General	2
Registration fees deadlines.....	3
Media registration	3
Methods of payment.....	3
Payment receipt	4
Visa requirements	4
Letter of invitation	4
Registration format change.....	4
Minimum age.....	5
Interactivity.....	5
Liability waiver/disclaimer.....	5
Photographs, video material and audio recordings	7
Lost name badge for onsite delegates	8
Cancellations and refunds of registration fee.....	8
Substitution Policy	8
Privacy Policy	9
Use of the website and intellectual property	9
Request of information	9
Applicable law	9

General

Registration at the IUCN Leaders Forum (“the event”) is open to anybody.

You must agree and adhere to these terms and conditions in order to participate in the event.

IUCN strives to provide a professional, respectful and harassment-free event experience for everyone. We celebrate the diversity of all event delegates, exhibitors and staff, and we expect every delegate to conduct herself/himself/themselves in a professional, respectful and responsible manner at all times and to comply with The IUCN Anti-harassment Policy, including bullying and sexual harassment, for IUCN events.

By attending the event whether onsite or virtually, you are agreeing to respect and ensure a harassment-free event. You also agree to refrain from behaviour, which goes against The IUCN Anti-harassment Policy, including bullying and sexual harassment, for IUCN events and the applicable law. If you engage in such behaviour, you may be asked to leave the event at the sole discretion of IUCN.

You must not take part in any canvassing, leafleting, demonstrations, objectionable behaviour or any activity, which may disrupt the event.

Smoking will only be permitted within the clearly designated smoking areas. Any fines for infringements of this ban shall be borne by the delegates.

IUCN reserves the right to deny you participation in a specific session and/or to stop any activity on your part that may interfere with, or cause annoyance to other delegates.

You must comply with the security and sanitary requirements imposed by the venue and/or local/national authorities. You may not bring weapons (firearms and ammunition, knives and sharp objects), easily flammable or explosive substances including pyrotechnics, drones, dogs (except guide dogs), gases or hazardous substances (including chemical pesticides and insecticides), or foul-smelling substances or radioactive sources. Other restrictions may apply. You may not circulate with vehicles within the venue including un-motorised vehicles like bikes, scooters, etc.

IUCN and the Host Country (the “organisers”) reserve the right to exclude or remove you from the event if you do not comply with these terms and conditions.

You are required to present a copy of an official identity card, passport or another acceptable identification document to obtain your badge. The registration badge is the only onsite identification document during the entire period of the event. It is personal to you and cannot be transferred to a third party. If you lose or forget your badge, you may not be allowed access to the event. You must report any lost badges to reception/security.

Registration fees deadlines

- Early registration deadline: 31 July 2023, 23:59 CET time

Media registration

Media registration is free of charge for official and valid press card holders. A copy of the press card must be submitted to confirm the registration.

Methods of payment

Payment is required at the time of registration. Payments must be made in advance in EUR only, using one of the following methods:

1. Credit card (Visa, Mastercard)
2. Bank transfer: Payment should be made in EUR and clearly indicate the Invoice Number and last name as a reference. Bank transfer payment will be allowed until 30 September 2023. Bank transfer payments have to be made to:

Account name: IUCN, International Union for Conservation of Nature and Natural Resources

Bank name: UBS Switzerland AG

Bank Address: Place Saint-Francois 16 1003 Lausanne,

Bank Account No.: 243-335035.61B

IBAN: CH95 0024 3243 3350 3561 B

SWIFT: UBSWCHZH80A

Reference: *Invoice Number, Last name and LF 2023*

Payment receipt

A payment receipt will be sent by email once the fully completed registration form and the related payment has been submitted. Delegates must present this payment receipt at the registration counter as proof of registration and payment to collect their badge.

Visa requirements

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

The IUCN Leaders Forum Organising team will not contact embassies and consulates on behalf of visa applicants.

The registration fee minus a handling fee of EUR 50 will be refunded if the visa was applied for 60 days prior the first day of the event and an official proof from the embassy confirming that a visa could not be granted is forwarded to the email IUCN Leaders Forum Organising team no later than 30 days after the IUCN Leaders Forum 2023 (13 November 2023).

Letter of invitation

To receive a letter of invitation for visa purposes, delegates must first register to the IUCN Leaders Forum 2023, submit payment in full and have their participation granted by the IUCN Leaders Forum Organising team.

The letter of invitation shall not financially obligate the IUCN in any way, nor shall it guarantee that the delegate will receive a visa automatically. All expenses incurred in relation to the event shall be the sole responsibility of the delegate.

Registration format change

A switch between virtual and onsite registration is allowed as follows:

- Changes from virtual participation to onsite participation, the difference will be charged.

- Changes from onsite participation to virtual participation can be done free of charges until 10 September 2023, 23:59 CET time. After this date, all refunds are subject to a EUR 50 handling fee.

Minimum Age

Registration and/or admittance to the IUCN Leaders Forum 2023 is limited solely to delegates who are 18 year of age or older on the day of the event.

Any registration by anyone who is under 18 is unauthorised and will result in a registration forfeit.

Interactivity

As an event delegate, you will have the possibility to engage in the sessions by asking questions or comments live onsite or through the various platforms available. You are legally responsible for the content you contribute. Be aware that a wide variety of people may hear or view your comments, which must be respectful, comply with the IUCN Anti-harassment Policy, including bullying and sexual harassment, for IUCN events and with the Terms & Conditions of the IUCN Event Platforms.

Liability waiver/disclaimer

1. If the event is cancelled, or if its scheduled date or venue is changed as a result of any unavoidable circumstances including, without limitation, natural disasters, acts of God, war, terrorism, epidemic or any acts or omissions of third parties that are beyond the control of IUCN, IUCN reserves the right to either withhold the entire registration fee and apply it towards a future Leaders Forum, or to reimburse the registration fee after a prorated deduction of the reasonable costs already incurred for the organization of the event. If the event is cancelled by IUCN or the Host Country due to Covid-19, the registration will be fully reimbursed however, bank transfers fees, and any other expense related to participation like travel or visa costs are not reimbursed. IUCN will immediately inform delegates in case of postponement or cancellation.

2. If the IUCN Leaders Forum 2023 changes its format to fully virtual, all onsite registrations will be converted to virtual registrations and the difference will be refunded at no extra cost (bank transfers fees, and any other expense related to participation like travel or visa costs are not reimbursed).
3. Delegates who registered with a fee waiver will be charged a EUR 150 fee in case of no-show at the event. This fee is to cover administration costs and carbon offsetting.
4. The programme is published as an indication only and may be subject to modification at any time in terms of time, location, theme, session format, speakers and content. IUCN reserves the right to modify the programme of the event at any time, unilaterally and without notice and IUCN does not give any warranty that any particular individual will appear as a speaker, moderator or panellist. While IUCN will make reasonable efforts to provide accurate information on the event website, IUCN makes no guarantees or representations as to the accuracy of such information. The delegate has no claim to the staging of a particular event, to a particular event duration or to the provision of a particular content. Changes to the programme do neither constitute a right of withdrawal nor refund claim on the part of the persons registered, provided the character of the event as a specialist event in the specified subject area is not affected by the changes.
5. IUCN cannot accept any liability for death, injury, damages, loss, cost or expense suffered by delegates (including accompanying persons or partners or attendant caregivers). In particular, IUCN cannot accept any liability for losses arising from the provision or non-provision of services provided by hotel companies or transport operators.
6. IUCN will not be liable for any theft or damage to property caused onsite during the event, by any factor whatsoever, unless there has been a fault, intent or deliberate recklessness on the part of IUCN. IUCN shall not be held responsible in the event of poisoning or food intoxication during the event.
7. You agree and acknowledge that you are undertaking participation in the event and related activities at own free and intentional will and you are fully aware that possible

physical injury might occur to you as a result of participation in the event. The liability of the organisers – for whatever legal reason – shall be limited to intent and gross negligence. You acknowledge these risks freely and knowingly and agree to take part in the event at your own risk. You are responsible for maintaining adequate personal health and travel insurances or other insurances as may be required by applicable law and / or the host country.

8. Your participation in the event is subject to the approval or authorisation by the local/national authorities as relevant. IUCN has no control over such approvals and / authorisations and cannot be held responsible in case of you being denied entry into the event.
9. IUCN reserves the right to revoke any registration if the profile does not match the intended audience.

Photographs, video material and audio recordings

IUCN or its contracted suppliers will take photographs, video material and audio recordings (“Digital Records”) at the event and use them in external communications such as direct mail and email marketing, newsletters, educational materials, social media, press releases and broadcasts over the internet for communicating about the event or promote participation in future IUCN events as well as other purposes specified in the [Privacy Policy](#). IUCN keeps such Digital Records for historical reasons.

By participating in the event onsite or virtually, you grant IUCN the right to use any Digital Records in which you appear as well as your name, photograph and biography for such purposes as described in this section and you waive your right to inspect or approve the finished product, now and in the future, whether that use is known or unknown to you. All photographs and video material become the property of IUCN and may be displayed, distributed or used by IUCN for any purpose.

Lost name badge for onsite delegates

The name badge shall be always worn during the event. Access to the event facilities will not be granted without a proper name badge. If a delegate loses, misplaces, or forgets the name badge, a handling fee of EUR 50 will be charged for a new badge.

Cancellations and refunds of registration fee

Delegates wishing to cancel their registration have to fill out a Refund Request Form and send it by email the [IUCN Leaders Forum Organising team](#) no later than 10 September 2023. Note that cancellations will incur a fee as follows:

Cancellation request submitted before the early registration deadline (31 July 2023, 23:59 CET time)	Full refund will be made
Cancellation request submitted until 10 September 2023, 23:59 CET time	Full refund less an administration charge of 25% of the original fee paid.
Cancellation request submitted after 10 September 2023, 23:59 CET time	No Refund
No Show	No Refund

Reimbursements will be processed within 30 days after receiving the Refund Request form duly filled in and signed.

Substitution Policy

Substitution of a registered delegate is only permitted until 10 September 2023, 23:59 CET time between delegates from the same organisation. Original registered delegates must submit a written authorisation in the form of an email with the details of the new person by 10 September 2023, 23:59 CET time to the [IUCN Leaders Forum Organising team](#). After receiving a confirmation email issued by the IUCN Leaders Forum Organising team, the substitute delegate must complete a new registration within one week.

Privacy Policy

The applicable IUCN Privacy Policy is available [here](#).

Use of the website and intellectual property

The applicable terms and conditions on the use of the IUCN Leaders Forum website are available [here](#).

Request of information

Any enquiries or requests for additional information, modifications and cancellations are to be communicated by email to the [IUCN Leaders Forum Organising team](#).

Applicable law

This contract shall in all respects be governed by, and construed and interpreted in accordance with, the substantive laws of Switzerland, without recourse to Swiss international private law rules.

Any dispute, controversy or claim arising out of, or in relation to, this contract, including the validity, invalidity, breach, or termination thereof, shall be exclusively submitted to the courts of Lausanne, Switzerland, without prejudice to a possible appeal to the Swiss Federal Tribunal.

IUCN may update these terms and conditions for registration and participation from time to time, at any time without notice to you, by posting such changes on the registration platform and IUCN Leaders Forum website.