

## 2019 AIPPI World Congress - Terms & Conditions

### Congress Registration

All AIPPI Members are invited to register for the 2019 AIPPI World Congress in London, which will be held at the Queen Elizabeth II Centre and Central Hall Westminster, September 15-18, 2019.

There are 3 Congress Registration periods in which prices will increase gradually:

**Early Bird Registration period:** From April 3 to June 12, 2019

**Regular Registration period:** From June 13 to August 14, 2019

**Onsite Registration period:** From August 15 to September 18, 2019

#### Participant registration include:

- Congress Bag and materials
- Congress Badge
- Opening Ceremony and Welcome Reception
- Access to Congress sessions (more information available on our website under *Programme at a Glance*)
- Cultural Evening
- Coffee Breaks and Networking Lunches (September 16-18, 2019)
- Exhibition Area access
- Purchase of Lunch Sessions with keynote speakers for only GBP 50
- Purchase of Closing Dinner ticket for only GBP 90
- Special discount for Young Members (under the age of 36), Students and Full-time Academic Professionals

### Accompanying Persons

Accompanying Persons registration is designed for significant others, family members and friends who will not be attending the Congress itself but would like to accompany the participant to London. Each participant should register their respective Accompanying Person(s) on their own registration form. The accompanying persons fee will then be added to the registration and final invoice.

#### Accompanying Persons registration includes:

- Opening Ceremony and Welcome Reception
- Cultural Evening
- 1 Excursion (please refer to our website for more information about this excursion)
- Purchase of Closing Dinner ticket for only GBP 90

#### Accompanying Persons registration does not include:

- Congress Sessions
- Coffee Breaks
- Networking Lunches
- Lunch Sessions with keynote speakers

## Registration Fee Discounts

### Discounts for Young Members, Students and Full-Time Academic Professionals

A 50% discount may be granted for the following categories upon provision of the required documents to prove eligibility:

- **Young Members (Aged 36 and Under):** Identification Card or Current Passport
- **Students:** Student Identification Card
- **Full-Time Academic Professionals:** Certification of Full-Time Academic Status in any educational institution

*Please note that additional information may be requested. AIPPI reserves the right to deny the discount application.*

## Join & Register

You may be able to join AIPPI and register for the Congress in one single step.

The National Groups in **Australia, Brazil, Bulgaria, Canada, Colombia, Croatia, Czech Republic, Denmark, Egypt, France, Germany, Hungary, India, Italy, Republic of Korea, Latvia, Mexico, New Zealand, Nigeria, Pakistan, Panama, Portugal, Russia, Serbia, South Africa, Sweden, Switzerland, Thailand, UK** and the **USA** have allowed IP professionals residing in those countries to join the respective National Group of AIPPI when they register for the Congress, for an additional payment of **CHF 200** (payable only by Visa or MasterCard).

The payment will cover the subscription to the respective National Group through to the end of 2019 (additional National Group conditions may apply). As soon as your payment has been processed, you will receive login details enabling you to start your online registration for the Congress. Alternatively, it is possible to register directly with the National Group where different membership fees may apply.

If you reside in a country not listed above, please refer to the National or Regional Group of your country for joining AIPPI before the Congress.

## Non-AIPPI Members

Attending as a non-member is a one-off opportunity.

The following rules will apply for Non-members:

- Non-members who have attended a previous AIPPI World Congress cannot register as a non-member again
- The non-member cannot benefit from the discounts offered to young members, students and academics
- During the Congress, the non-member badge will clearly identify the person's status within AIPPI

The non-member registration inclusions are identical to an AIPPI member registration, however AIPPI members receive a discount.

## Exhibitors

### Exhibitor registration includes:

- Congress Bag and materials
- Congress Badge
- Opening Ceremony and Welcome Reception
- Coffee breaks and Networking Lunches (September 16-18, 2019)
- Cultural Evening
- Purchase of Closing Dinner ticket for only GBP 90
- Possibility to purchase additional Exhibitor Passes at an additional fee

### Exhibitor registration does not include:

- Congress Sessions
- Lunch Sessions with Keynote Speakers

## Congress Badges and Event Admittance

Participants and Accompanying Persons are given a badge upon check-in at the Congress venue. The photo to be printed on the Participant badge (Accompanying Persons badges do not require a photo) must be uploaded within the registration form and adhere to the requirements stated therein.

Badges must be worn at all times during the Congress and are required in order to enter sessions and attend events. In the event a badge is lost or damaged, it will be re-printed at the Registration Desk.

## List of Participants

The List of Participants to the World Congress is available on the corresponding AIPPI World Congress website and within the AIPPI App. When registering, individuals may select the option to withhold personal details from the published list (company name, company address and E-mail). However, full name, picture and country will remain listed in the list of participants.

## Personal Data

AIPPI collects and processes information to enable your Congress registration, including your full name, company name, address, email and other contact details.

Your Personal Data will be used by us and our suppliers (who are obliged to protect your Personal Data to the same extent as we are) to provide you with our services. These suppliers include technology suppliers as well as third-party providers of the services connected with the events you register for.

## Payment

Payment of the Congress Registration must be made via credit card (Visa or MasterCard only) or bank transfer. Relevant details are available upon completion of registration. Please be informed that when paying by bank transfer, the total registration amount must be received by AIPPI within 15 days of submitting the application for registration. Without a payment confirmation, the registration is incomplete and the individual will not be considered as registered for the Congress. The incomplete registration may be automatically cancelled without further notice. Please note that the deadline to pay by Bank Transfer is **July 15, 2019**. After this date, only payments by credit card (Visa or MasterCard) will be accepted.

## Cancellations and Refunds

### General Cancellation, Refund and Change Policy

Any cancellations or requests for changes must be sent in writing to the AIPPI General Secretariat by contacting [registration@aippi.org](mailto:registration@aippi.org)

For cancellations received before **July 15, 2019**, the registration fee will be refunded (less GBP 150 for administrative costs). **After this date, no refund will be possible.**

Requests for modification of a registration are free of charge until **July 15, 2019**. After that date, a handling fee of GBP 150 per modification will be charged.

The registration for the Congress is personal and non-transferable.

In case of a visa refusal, a refund will only be possible if the refusal is communicated to the General Secretariat two weeks prior to the start of the Congress and the visa has been requested three months prior to the start of the Congress. Please provide a copy of the letter refusing the visa.

**All refund requests will be reviewed and processed after the Congress, should it be profitable.**

## Accommodations

Registered participants are responsible for securing their own accommodation. AIPPI has secured some rooms in recommended hotels listed in the Congress website but is not responsible for any accommodation issues. All hotel bookings must be done by the participant at the selected hotel directly.

## Tours and Excursions

Bookings for Pre- and Post-Congress Tours, as well as daily excursions during the Congress will be available through the Visit London website. Click here for [Sightseeing Tours](#) and [Day Trips from London](#).

A special **discount of 10%** will be provided for any London Pass purchases at [www.visitlondon.com](http://www.visitlondon.com). You will have access to the discount code once your registration has been completed by fulfilment of payment.

Please be informed that AIPPI is not responsible for the organization of the Pre- and Post-Congress Tours and daily excursions during the Congress; therefore, all enquiries should be directed to Visit London directly at [reservations@goldentours.com](mailto:reservations@goldentours.com).

## Transportation

AIPPI will provide an **Oyster Card** to all registered participants to facilitate the transportation during the Congress. This card can be used throughout the public transport system in London, including the Underground. Claim your Oyster Card at the Registration Desk when you collect your badge. You will also enjoy special discounts in diverse bars and restaurants by presenting your Oyster Card.

AIPPI may also provide shuttle buses to facilitate transportation to special venues for selected Social Events.

## **Visa Requirements for the U.K.**

Obtain information about visa requirements for the United Kingdom under the following link:

<https://www.visitlondon.com/traveller-information/travel-to-london/customs-and-visas/uk-visas>

Please verify whether a visa is required, and if so, please apply as soon as possible to secure entry to the U.K. before the Congress.

## **Dietary Restriction**

Should you have any dietary restriction, please send a written request to [registration@aippi.org](mailto:registration@aippi.org) and we will do our best to accommodate your request.

## **AIPPI App**

The AIPPI App is available on Google Play and from the App Store. Relevant information such as floor plans, maps and session schedules will be uploaded before the Congress.

## **Event Photographs and Videos**

AIPPI records each World Congress through photos, videos and audio recordings taken at various sessions and events. Participants should be aware that this material, which may include their likenesses, may be used in future AIPPI news and promotional activities.