



XXII MEETING OF THE INTERNATIONAL MINERALOGICAL ASSOCIATION TERMS & CONDITIONS - INDIVIDUAL REGISTRATION

REGISTRATION

- **Early registrations** will be accepted until **13 April 2018 (Friday), midnight AEST**.
 - Should your registration **remain unpaid until 13 April 2018 (Friday)**, registrations will be upgraded to the **Standard Rate**.
- As of **14 April 2018, Standard Rate** apply for every new registration.
 - Should your registration **remain unpaid until 13 July 2018: Standard fees** will be **upgraded to the Onsite Rate**.
- As of **14 July 2018, Onsite Rate** applies for every new registration.

PAYMENT CONDITIONS

All payments are to be made in AUD upon receipt of the invoice. Please indicate the participant's name and "IMA2018" on all payments.

Full payment of all items is requested when registering (by credit card or by bank transfer). No confirmation or invitation letter will be sent until MCI Australia has received the payment.

From **Wednesday, 11 July 2018**, only payments by credit card will be accepted.

An invoice to be settled upon receipt will be issued upon written confirmation. **This invoice will act as a contract, and once issued, the below payment and cancellation conditions will apply.**

All payments should be made before the beginning of the Meeting; otherwise, badges will not be given to the group leader or participant(s). Badges will be not given to the participant(s) in the event that the final invoice has not been settled before the Meeting.

Modifications and/or new registrations made on-site will require immediate payment (by cash or credit card).

If your payment was made by an Australian credit card and you have been charged an international transaction fee on your bank statement, please contact MCI directly via info@ima2018.com in order to obtain a refund.

REGISTRATION/MODIFICATION CANCELLATION CONDITIONS

Cancellation Policy:

All cancellations must be received in writing sent to MCI Australia at ima2018.registration@mci-group.com. For cancellations received on or before 25 May 2018 will be refunded in full, less a 25% cancellation fee to cover administration costs. No registration refunds will be made after this date.



Transfer of Registration

As an alternative to cancellation, your registration may be transferred to another member of your organisation, subject to a AUD33 processing fee.

Social Functions:

The Meeting reserves the right to cancel or vary social functions if minimum numbers are not reached. Because of commitments to catering, we cannot refund social functions and additional ticket cancellations less than 72 hours prior to the event.

Modification Policy:

Any modification requests must be received in writing sent to MCI Australia at ima2018.registration@mci-group.com.

Refunds:

Refunds will be made after the end of the Meeting depending on the payment method processed, once your final balance invoice is issued.

ACCOMMODATION

Accommodation cancellation

Please refer to the individual cancellation policy below to ensure you are aware of cancellation penalties that may be applicable at your chosen hotel. Accommodation cannot be booked unless full payment is received. Cancellations in whole or part may incur a penalty at the hotel's discretion.

Cancellations made by MCI Australia will incur a booking change fee of AUD33. Alterations within 45 days of the booking will incur a charge of AUD33. Hotels will require an imprint of your credit card at check-in for any incidentals.

- Cancellations received within 30 days prior to the arrival date will incur a 100% cancellation fee.
- No-shows will be subject to a 100% cancellation fee.
- Cancellations and alterations to bookings must be made in writing. These, including early departures and "no-shows", may incur penalties at the hotel's discretion, possibly up to 100% of the accommodation stay.

Force Majeure:

MCI and the Hotel are not responsible for either the partial or total non-execution of the contract in the event of accident, an act caused by a third party, such as Acts of God including, without limitation, credible threats of natural disaster in the geographic vicinity of the Hotel, war, curtailment or interruption of transportation facilities, threats or acts of terrorism or similar acts, governmental travel advisory, a governmental elevation of the terrorism alert level, civil disturbance, the issue of a Travel Warning by the World Health Organization or any other cause comparable events or disaster beyond the parties' control which prevents the Hotel from accommodating the clients of MCI for the event or if for the same reasons the event is cancelled by MCI.

Closure of a Hotel:

Should above mentioned offered hotel(s) close between the date the contract was signed and the start of the event, MCI will do its utmost to offer alternative options to the client. If the client confirms such an alternative option, MCI will not be



responsible for any difference in rates. Should the client decline the option and book in another hotel outside of MCI's block, pre-payments made by the client for the closing hotel(s) would be reimbursed by MCI.

Insurance and Liability:

It is recommended that participants obtain adequate cover for travel, health and accident insurance before they depart for the Meeting. The hotel and MCI as organisers cannot accept responsibility for personal injuries, or loss of, or damage to, private property belonging to the Meeting participants and accompanying persons.

GENERAL CONDITIONS

Methods of Payment:

- **Credit card:** only Mastercard and Visa are accepted.
- **Bank transfer** – please make your payment to:

MCI Australia
Bank: National Australia Bank
BSB: 084 255
SWIFT: NATAAU3302S
Account name: MCI Australia Pty Ltd
Account number: 41 194 7741

All bank fees are to be borne by the ordering customer.

*All payments are to be made in Australian Dollars (AUD)
Payments via credit card will incur a processing fee equivalent of 2.95%.
Please indicate the participant's name and "IMA 2018" on ALL payments.*

- Payment by personal cheques are not accepted.

Privacy Statement

Your name and contact information, including electronic address, may be used by parties directly related to the event such as the organisers and approved stakeholders, for relevant purposes such as promotion, networking, and administration of this, and future events of this type. If you do not consent, please email hayley.mcleod@mci-group.com.

In addition, your name, organisation and country/state of origin may be published on the delegate list which is provided to delegates, exhibitors and sponsors at the Meeting. If you do not wish your details to be included in this list, please contact hayley.mcleod@mci-group.com.

Email Communication

By providing your email address, you consent to be contacted by this method in relation to this event and future events of this type. Should you not wish your details to be used for any of the above purposes, please contact hayley.mcleod@mci-group.com.

Intention to Photograph

Delegates and others are advised that photographs may be taken during the Meeting and reproduced for promotional purposes.



Data Privacy Policy

The group leader agrees and warrants that:

- a. *the personal data have been collected, processed and transferred and will continue to be collected, processed and transferred in accordance with the relevant provisions of the applicable data protection law (and, where applicable, has been notified to the relevant authorities);*
- b. *the transfer to, and processing by, MCI pursuant to this Agreement is not prohibited by a statutory or contractual duty of confidentiality;*
- c. *prior to any transfer of personal data, it has informed the data subjects and has complied with any notification and/or registration set forth by the applicable data protection law; in particular, the intended purposes of the collection, processing and transfer of personal data have been communicated to the data subjects;*
- d. *the data subjects are provided with their right of access, correction, blocking, suppression or deletion as available under applicable data protection law;*
- e. *it has taken and will take all reasonable measures to verify the correctness of the personal data and ensure that incorrect or incomplete personal data will be corrected, completed or destroyed prior any transfer of such data to MCI;*
- f. *it will inform MCI of any specific requirement from any data subject or any relevant authority on how personal data should be processed;*
- g. *it will inform without delay MCI of any request from any data subject or any relevant authority to rectify, update or delete any personal data;*
- h. *after assessment of the requirements of the applicable data protection law, it will ensure that the security measures are appropriate to protect personal data against accidental or unlawful destruction or accidental loss, alteration, unauthorized disclosure or access, in particular where the processing or transfer involves the transmission of data over a network, and against all other unlawful forms of processing, and that these measures ensure a level of security appropriate to the risks presented by the processing and the nature of the data to be protected having regard to the state of the art and the cost of their implementation;*
- i. *it will provide MCI, when so requested, with copies of relevant data protection laws or references to them of the country in which the [group leader] is established.*
- j. *it will respond to enquiries from data subjects and authorities concerning processing of personal data by MCI;*
- k. *it will notify without delay MCI of any actual, potential or alleged breach of the provision of this Clause;*

The group leader hereby commits with the present Data Protection and Privacy Policy.

https://www.mci-group.com/~media/Files/Media_Center/Data-Protection/Data-Protection-and-Privacy-Policy-March-2017-final.ashx