



1. REGISTRATION PROCEDURE

The registration form serves as a **contract between the participant and UITP**. As soon as your registration form is received, you will receive a confirmation email and an invoice will be issued on your behalf.

UITP will verify your membership status to ensure the correct registration fee is charged, regardless of the category you have selected.

To retain member pricing, membership fees must be paid in full at the time of registration to avoid paying a balance prior to obtaining your badge.

Note that entrance to the event is assured only upon receipt of registration fees. The organiser reserves the right to refuse admission to registered participants whose payment is not settled.

Registration fees do not include flights or accommodation. Registration fees vary according to the payment reception period. If the payment is made after the deadline for the selected payment, the registration fee for the following period will be applicable and the difference will be invoiced.

2. METHODS OF PAYMENTS

Payment should preferably be processed online by credit card (MasterCard, Visa or American Express) during the online registration procedure.

If you are not able to pay by credit card, bank transfer payment is also possible. Note that a proof of payment should be sent to registration@uitpsummit.org if you register close to the event date.

Bank charges have to be supported by the participant.

3. VAT

UITP operates as an international non-profit association under Belgian law, we are currently exempt from applying Canadian VAT to registration fees for the Global Public Transport Summit.

UITP reserves the right to amend this term should the official regulations on this matter change.

4. SUBSTITUTION POLICY

If a participant cannot attend the Event, we are happy to accept a substitute colleague at any time. Requests for substitutions will only be accepted by e-mail to registration@uitpsummit.org or fax addressed to UITP Team: +32 2 660 10 72. The communication must indicate the cancelled participant and the substitute. The substitute must be from the same organisation and is free of charge. Please note that an administrative charge of € 150 will be applied in case the substitution request repeats more than once over the registration period.

5. CANCELLATION POLICY

Notification of cancellation must be made in writing and sent by email to registration@uitp.org or fax addressed to UITP Team: +32 2 660 10 72.

The communication must indicate the cancelled participant.

Full or partial refunding of the registration fee will be granted if the notification of cancellation reaches UITP Events Department by the respective deadline as outlined below:

Cancellations notified until 4 weeks prior to the event (17/04/2017)	→	100% refund minus 150 EUR for administrative fee
Cancellations made after the above mentioned deadline	→	No refund
No shows	→	No refund
Early termination of attendance or unattended events	→	No refund
Visa rejection	→	100% refund minus 150 EUR for administrative fee only upon presentation of proof that the visa got rejected and the application was made at least 4 weeks prior to the event

6. VISA REQUIREMENTS / INVITATION LETTER

It is the **sole responsibility of the participant** to take care of visa requirements. Participants who require an entry visa must allow sufficient time for the visa application procedure. Participant registration details might be shared with the immigration authorities to assist in the immigration process. However, UITP will not directly contact embassies and consulates on behalf of visa applicants.

To receive an invitation letter for the UITP Global Public Transport Summit, participants **must first register and pay the registration fee in full**.

They can then contact the 2017 UITP Events Department (registration@uitpsummit.org) to ask for the invitation letter. All expenses incurred in relation to the Event and the visas are the sole responsibility of the participant.

Should the participant not be granted their visa, the registration fee will be reimbursed (minus a € 150 handling fee) if and only if their provide 2017 UITP Registration Team (registration@uitpsummit.org) with an official document from the Canadian Embassy rejecting the visa and that the application was made at least four weeks before the Event.

7. TRAVEL & HEALTH INSURANCE

The registration fees do not include insurance of participants against accidents, sickness, cancellation, theft, property damage or loss occurred during the event or as a result of it. Participants are advised to arrange adequate personal insurance since the organisers cannot be held responsible.

8. FORCE MAJEURE

Participants shall not be entitled to any compensation should political or economic circumstances or a case of force majeure prevent the UITP Event from being held, or limit its size or modify its nature. Should it not be possible for the UITP Event to happen, all registration fees shall remain the property of UITP.

9. REGULATIONS

UITP reserves the right to make amendments to the programme or any related activities to the UITP Global Public Transport Summit. UITP reserves the right to modify or complete at any time the provisions of the present Terms & Conditions.

10. ACCEPTANCE OF TERMS OF USE

These Registration Terms and Conditions shall apply to all participants registering to the UITP Global Public Transport Summit online, by email to registration@uitpsummit.org or fax addressed to UITP Registration Team: +32 2 660 10 72.