



# TERMS AND CONDITIONS



- **Registration:** You are not registered until the correct payment has been received by the ICA. Registrations will only be valid once the payment has been completed. Onsite registration will not be processed without full payment being made.
- **Group registrations:** There is a **special group registration fee** which enables you to send one free participant should your delegation register ten participants (full conference fee, excluding accompanying delegate and youth delegate). If you register 10 participants, the eleventh delegate is free. If you register 20 participants, then you are entitled to send two additional free participants. In order to take advantage of this reduction, you must register your whole delegation as a single group. After you register your group, you may make substitutions, amendments, additions but not cancellations. You will receive **one invoice for your entire group**. The ICA will not be able to provide separate invoices for each member of your group unless you register separately, in which case you would **no longer** be eligible for the group discount.
- **Youth registration:** The youth registration is only applicable for those under the age of 30 on 1 November 2013. In order to take advantage of this reduced fee, please send a copy of your passport to the ICA with your registration form.
- **Press:** We welcome members of the Press. To apply for Media Accreditation please email [huckerby@ica.coop](mailto:huckerby@ica.coop). Press are invited to attend the Conference free of charge.
- **Registration for interpreters:** There is no special interpreter registration. All persons attending should register as regular participants. If the participant will be interpreting at the ICA General Assembly for their voting participants (only for languages not covered by ICA), then she/he will be allowed specific access to sit alongside their voting participants.
- **Registration fees:** The full registration fee includes the entrance fee for all meetings and events on the programme (unless otherwise specified), processing of registrations and registration materials, official documentation, and coffee breaks, lunches, Welcome Reception and Celebration of Co-operative Dinner from 3-5 November (in the designated ICA conference break and lunch areas only). Your fee doesn't include accommodation costs. We reserve the right to charge an **administrative fee** (CHF 50) for changes you make to individual and group bookings.
- **International Co-operative and Mutual Insurance Federation (ICMIF) Conference:** ICA Conference participants are invited to attend the first day of the ICMIF conference on Wednesday 6 November at a special daily rate. To take advantage of this offer, you must register for the ICA conference and tick the box to say that you also wish to attend day 1 (6<sup>th</sup> November) of the ICMIF conference. Your invoice for the ICA conference will include both fees, and you **do not need** to register separately with ICMIF. Please **do not tick** the ICMIF box if you wish to attend the whole ICMIF conference. If you wish to attend the entire ICMIF conference from 6-8 November, you must register and pay separately directly with ICMIF <http://www.icmif.org/capetown/register>.
- **Donations to the ICA Africa Endowment Trust Fund:** Contributors to the initial capitalization of the Fund will be announced at the ICA Africa Regional Assembly. The investment earnings from this Fund will be used to secure the financial sustainability of the African Region.
- **Cancellations:** Group cancellations are not permitted. However, substitutions will be permitted. Individual cancellations received after 30 September 2013 will not be refunded.

- **Access to the conference:** You must show your ID to the onsite registration desks in order to pick up your badge and meeting materials in a timely manner.
- **Accommodation:** Participants are responsible for their own accommodation, transport, etc. To book your hotel room, please visit the "Hotel" section on the event website or contact MyPlanner at [ica@myplanner.co.za](mailto:ica@myplanner.co.za) or Telephone: +27 44 693 2157 or Fax: 0027 (0) 21 441 1537.

