

# 2015 CITA CONFERENCE

Dubai, U.A.E., 14 – 16 April 2015

## TERMS & CONDITIONS

### General

1. All prices mentioned are exclusive of Value Added Tax (VAT) and other taxes, unless explicitly stated.
2. Organisations and companies whose business objective is to promote products and services associated with compulsory inspection of in-service vehicles on a commercial bases and who are not CITA Corporate Members, are entitled to participate in the CITA Conference once only; any further participation will require CITA membership.
3. Written information about your products, services or company can only be distributed according to the conditions specified in the Conference Sponsorship program.
4. Non-authorized distribution may lead to participants from the offending organisation being excluded from further participation in Conference events and to the payment of a CITA Corporate Membership fee.
5. General Assembly - Proxies: Art. 5.10 - A member with voting power can nominate another CITA Full Member to represent their organization if no other person from their organisation can attend the General Assembly. No Full Members may hold more than 2 such proxies.

### Conference

#### **Fees**

Registration fees are based on the date of receipt of the registration form and full payment. The prices indicated are per person and exclusive of VAT and other taxes, unless explicitly stated. The conference registration fee includes: refreshment breaks and lunches, technical visit, workshops, Gala Dinner and Cocktail Party. Accompanying persons are required to pay for the Gala dinner.

#### **Technical visit**

There might be organised one afternoon session in French. You must check final details in the program and registration information. Here priority will be given to those participants who have a poor command of English but understand French. The other sessions will be in English. Arabic may be considered depending on demand.

#### **Workshops and Discussion Forum**

The number of participants to the workshops and discussion forum is limited and places will be allocated on a first come, first served basis. English will be the working language. Should a sufficient number of participants request it, interpreting services will be considered.

#### **Post Forum Tour and Partner Programme**

The Post Forum Tour and Partner Programme will be in English. All participants must adhere to the conditions and locally provided instructions as stipulated by the organisers. See further information on the CITA website. Post Forum Tour and Partner Programme are not organised for each conference. You must check final details in the program and registration information.

#### **Welcome Evening**

Dress for the cocktail party is business suits for gentlemen and smart evening wear for ladies.

#### **Gala Dinner**

Dress for the Gala Dinner is business suits for gentlemen and smart evening wear for ladies. Persons accompanying participants in the Conference are required to pay for the Gala Dinner.

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## **Accommodation**

Fees do not include hotel accommodation and participants are solely responsible for making their own reservations. CITA has listed some suggestions on the website, but is not responsible for any reservations.

## **Food preferences**

CITA cannot guarantee any preferences in respect of food but will endeavour to have a vegetarian food option. Other preferences will be taken into account but cannot be guaranteed.

## **Preferred languages**

English, French and German are the 3 official languages of CITA. Simultaneous interpreting in those languages will be provided for the Plenary Sessions and the General Assembly.

## **Payment and Cancellation Policy**

### **Payment**

Payment must be completed prior to the Conference or on receipt of an invoice.

### **Bank transfers**

Bank fees are the sole responsibility of the registrant and should be paid in addition to the registration fees. The bank transfer must clearly state the name of the conference, the name of the participant, and the invoice reference number. If payment is made for more than one person or by a company, please make sure all names are clearly indicated.

### **Refunds**

All refunds will be processed after the conference. Any cancellation of any registration should be communicated in writing to the Conference Secretariat by e-mail or by fax and will be subject to the following conditions:

- Cancellations received on or before 31<sup>st</sup> January 2015 will be eligible for an 80% refund.
- Cancellations after 31<sup>st</sup> January 2015 but before 28<sup>th</sup> February 2015 will be eligible for a 50% refund.
- Cancellations after 28<sup>th</sup> February 2015 will not receive a refund.
- A no-show will not be eligible for a refund.

### **Name changes**

Registered participants who are unable to attend the conference may nominate a substitute participant at no additional cost, by notifying the Secretariat in writing. However, we cannot change the invoice or make any other changes.

### **Disclaimer**

CITA cannot be held responsible for any loss, injury or damage to any property, whatever the cause may be. Should, for any reason outside the organisers' control (acts of terrorism, extreme weather conditions or industrial action) the venue or speakers change, or the event be cancelled, the organisers will not be held responsible for any costs, damages or expenses incurred by registrants.