



The 2016 FIDI Annual Conference Registration/Attendance Regulations

Table of Content

I. ATTENDANCE REGULATIONS.....	2
1.1. Who can attend?	2
1.2. Code of Conduct	3
1.3. FIDI Conference Badge regulations.....	3
1.4. Registration forms.....	4
2. REGISTRATION PAYMENTS.....	4
2.1 Your Payment Includes.....	4
2.2 Credit Note policy	4
3. CONFERENCE BOOKINGS	5
3.1 Early bookings – Special Discounted Rates.....	5
3.2 Business/Commercial Meetings & Private Social Events.....	5
3.3 Confirmation of your registration to the FIDI Annual Conference	6
3.4 Replacements of Attendance.....	6
3.5 Conference Registration Form – Your contact details and picture	6
4. CONFERENCE HOTEL RESERVATIONS.....	6
5. CANCELLATION, NO SHOW AND REFUND POLICIES	7
5.1 Cancellation/Travel insurance	7
5.2 Conference registration cancellation	7
5.3 Hotel accommodation cancellation/changes/no shows	7
6. PASSPORTS/VISAS/INVITATION LETTERS.....	7
7. FORCE MAJEURE	8
8. CHANGES TO THE CONFERENCE PROGRAMME	8
9. OPTIONAL SIGHTSEEING TOURS/ACTIVITIES	8
10. LIST OF DELEGATES.....	9
11. SPECIAL NEEDS.....	9



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2. ATTENDANCE REGULATIONS

2.1. Who can attend?

FIDI welcomes to its conference FIDI Past Presidents, staff and official representatives of FIDI Associations, Directors and Board Members of Affiliates and Direct Affiliates and full-time staff members of Affiliates and direct Affiliates whose normal place of work is in the same country as the Affiliate's location. However, staff who are working outside the FIDI Affiliated office, but are located in the same country, are welcome to attend and will be listed under the FIDI Affiliated office.

This excludes individuals whose normal place of work is in a non-affiliated business involved in the transportation of household goods and effects.

Social Delegates, like spouses, partners, relatives, children and FIDI veterans of the above are welcome to attend, provided they are not associated with a non-affiliated business involved in and/or active in the household goods and personal effects transportation and/or relocation industry.

'Spouse/partner' is defined as the wife/husband and/or partner of the regular attendee. Social delegates are eligible for a reduced registration fee. That reduction will vary depending on the venue and annual 'full' registration fee. Social Delegates will be allowed to attend all functions of the annual conference.

The President or the FIDI Board may officially invite any person or company of interest to the Federation to attend the Conference (this includes Official guests and neutral Sponsors).

Each FIDI Delegate is entitled to invite one non-registered guest to the FIDI Gala Dinner/FIDI Welcome Reception providing availability and payment of an attendance fee for these events as defined by FIDI. The guest will be requested to wear a specific badge and cannot attend the FIDI Conference. It is the responsibility of the FIDI Delegate to ensure his/her guest complies with these requirements.

Attendance Authorisation Process:

Since the FIDI Office cannot check the background of individual delegates, the FIDI Associations will screen the registration list once a month prior to the conference, to validate whether a delegate meets the rules and inform the FIDI Office accordingly.

If you are uncertain about whether you are eligible to attend the conference, please check with the FIDI Office before registering at conference@fidi.org, or check directly with your local FIDI Association.



2.2. Code of Conduct

The last few years have seen an increasing trend in the number of Affiliates attempting to attend the FIDI Annual Conference without registering. This is not only unfair to those who adhere to the regulations and pay the registration fees, but it also has a direct impact on the financial health of the Federation. Therefore FIDI will continue to strengthen its regulations and associated penalties for attempts to circumvent fees and guidelines associated with the privilege of attending the Annual Conference.

For those contemplating attending, bringing partners or colleagues to the conference without registration, the following penalties will apply:

- The 'First Participant late registration' fee will be invoiced;
- Any person not in compliance with the conference attendance/registration regulations will be requested to leave the conference premises immediately.

You will also be required to provide your (profile) picture when registering. The picture will be printed on your name badge. This measure is taken to avoid name badges being shared with non-registered individuals.

By registering to the FIDI Annual Conference attendees agree to adhere to the Conference Code of Conduct.

By registering and subsequently attending the FIDI Annual Conference, attendees are required:

- To observe any rules and regulations as may be deemed applicable by the FIDI Board and the FIDI Office;
- Not to enter false or misleading information in their registration form;
- To meet the requirements for representing for the FIDI Affiliate;
- Respecting the rules and regulations regarding the registration eligibility of conference attendees;
- To only promote the business of the FIDI Affiliate the attendee is representing;
- If not registered to the FIDI Annual Conference, to not be present within the FIDI Conference Hotels' premises, unless pre-agreed by FIDI;
- To ensure that the Annual FIDI Membership dues for the year have been paid prior to the Conference, as this is a pre-requisite to benefit from FIDI Services;
- To ensure immediate payment of the FIDI Annual Conference registration fees by the payment methods offered during the FIDI Conference registration.

The terms of this code of conduct are subject to change by FIDI at any time and without notice prior to the launch of the registration process for each Annual Conference process.

2.3. FIDI Conference Badge regulations

As a delegate to the FIDI Conference, you will receive a personalised conference badge which cannot be exchanged.



- There will be only one badge (and one lanyard) provided per delegate. If it is lost, an extra badge can be issued subject to an administrative fee of 15,00 EUR;
- If for any reason your badge or lanyard is damaged, it will be replaced upon receipt of the damaged one;
- Your (identity) picture will be printed on your name badge and is a pre-requisite for your registration to be accepted by FIDI. It is recommended to provide FIDI with a recent and high resolution picture;
- Attendance to all events, including the FIDI Networking Lounge, will be by badge only. No badge – no entrance to FIDI events and/or functions;
- The badge for the Gala Dinner/Welcome Reception extra-guest only gives access to the Gala Dinner event and NOT to the whole FIDI Conference.

2.4. Registration forms

Registration (and payment) to the FIDI Annual Conference has to be completed through the FIDI dedicated online registration. By registering to the FIDI Conference, you acknowledge that you are in compliance with these Annual FIDI Conference Attendance/Registration Regulations, as also available on the FIDI conference website and that you will abide by these at all times.

3. REGISTRATION PAYMENTS

Payment is by credit card or bank transfer for which you will be sent a registration confirmation and official invoice/receipt.

All payments must be made immediately in order for FIDI to officially confirm your attendance to the FIDI Annual Conference.

2.1 Your Payment Includes

The registration fee covers all Conference programme events.

It does **not** include however:

- Out-of-pocket expenses, local transfers (airport-hotel-airport), optional payable tours/activities/workshops, car hire and any other costs incurred personally;
- Accommodation – reservations are made directly by the delegate with the hotel, using the specifically generated reservation link for FIDI;
- Flights are not included in the registration fee and each Affiliate is responsible for booking their own travel;

2.2 Credit Note policy

Changes falling under the FIDI Conference cancellation policy will be granted a refund. A credit note will be issued after the FIDI Annual Conference and the related refund will then be paid back to your company.



4. CONFERENCE BOOKINGS

3.1 Early bookings – Special Discounted Rates

Significant savings can be made by booking early; there are different rates available depending on when you book. While every effort will be made to accommodate last-minute requests, certain activities only have limited spaces available. Therefore, we recommend you book early to avoid disappointment.

The starting date of the Geneva Conference registration is Tuesday 10th November 2015

Registration Early Rates	Registration Late Rates
Registration received between 10 th November and 10 th January 2016 inclusive	Registration received as of 11 th January 2016 onwards
Conference Hotel Early Rates	Conference Hotel Regular Rates
Reservations between 10 th November 2015 and 10 th January 2016 inclusive	Reservations as of 11 th January 2016

RECOMMENDATION:

If you require a visa to enter Geneva, please start your visa application process upon registering to the FIDI Conference! Please be aware that obtaining a visa may be a lengthy procedure.

3.2 Business/Commercial Meetings & Private Social Events

When planning your private meetings of commercial groups or associations, please keep in mind that these **cannot conflict with the FIDI Conference's key events** such as business sessions and social evening activities. The same regulation applies for any private social events, which have to be planned during the free evenings.

It is also recommended that you plan your business meetings during the free time planned by FIDI in the Conference programme as to not conflict with the Conference business and social programme. *Please inform the FIDI Events Officer of the event you are organising.*

You may rent a meeting room at the FIDI Conference Hotel through FIDI (upon availability) to organise your own business meetings. It is however a pre-requisite for your meeting attendees to be registered to the FIDI Annual Conference. As the meeting rooms are located within the



FIDI Conference premises, only FIDI delegates are authorized to enjoy that space.

To book a meeting room, please contact: conference@fidi.org.

3.3 Confirmation of your registration to the FIDI Annual Conference

Once you have registered for the FIDI Conference *and paid* the related invoice, you will receive an official confirmation related invoice/receipt.

3.4 Replacements of Attendance

If you have registered to the conference and unfortunately cannot attend, we kindly ask you to contact our Conference Team, prior to the conference, at: conference@fidi.org.

You have two possibilities, either you get a registration fee refund subject to the 2016 FIDI Cancellation policy, or you may appoint someone within your company to replace you. Please notify the FIDI Conference Team of whom you would like to replace yourself with, this way registration lists can be amended accordingly and a badge prepared.

3.5 Conference Registration Form – Your contact details and picture

When registering, you will be requested to provide your direct email address, as well as your picture.

This information will be used mainly to:

- Provide you with conference related information;
- For publication in the published List of Delegates (your picture & direct email address) and on the conference badge (your picture).

5. CONFERENCE HOTEL RESERVATIONS

FIDI has negotiated a special FIDI rate for your hotel stay. To obtain this rate you have to register your room accommodation through the dedicated FIDI Conference hotel reservation system (more information on the FIDI conference website).

Each delegate needs to provide a credit card to guarantee their reservation and will be personally responsible for settling their hotel bill directly with the hotel(s) upon check out.

Important notes:

The early bird hotel rate cut-off date is 10th January 2016, after this date, the early bird rate will no longer be available and rooms will be sold at the negotiated regular rate.

The cut-off date to make any reservations at the main Conference hotel is **11th March 2016**, upon availability of FIDI's Room Block. After that date, the hotel cannot guarantee any additional requests/bookings.

Requests will be handled on a first come, first serve basis.



FIDI Conference Hotel

InterContinental Geneva hotel
 7-9 Chemin du Petit Saconnex
 CH-1209 Geneve
 Switzerland
 Tel: +41 22 919 3939
 Website: www.intercontinental.com/geneva

6. CANCELLATION, NO SHOW AND REFUND POLICIES

5.1 Cancellation/Travel insurance

Out of experience, we strongly recommend you opt for a cancellation/travel insurance through your local travel agency or similar. The modest cost of insurance is a worthwhile investment to avoid the much higher cost of cancelling attendance.

5.2 Conference registration cancellation

Please note the following cancellation policies are applicable when cancelling your attendance to the 2016 FIDI Conference. It does not apply to optional payable tours or activities **nor** to your hotel accommodation.

Until Tuesday 1 st February 2016 inclusive	70% refund
From Tuesday 2 nd February 2016 until Monday 8 th March 2016 inclusive	50% refund
As from Tuesday 9 th March 2016	0% refund

5.3 Hotel accommodation cancellation/changes/no shows

Please note the following cancellation policy will apply for all bookings under the FIDI room block, at the InterContinental Geneva Hotel, the main FIDI Conference hotel:

- As of the 12 March 2016, all cancelled rooms, no shows and early departures will be subject to a cancellation fee of 100% of the contracted rate per room, per night, for all room nights cancelled.

7. PASSPORTS/VISAS/INVITATION LETTERS

You are responsible for checking your passport and visa requirements to attend the FIDI Annual Conference. Would you need a letter of invitation, please contact conference@fidi.org.



Please note that no refund of monies will be considered for non-attendance due to visa problems. Should a problem occur on entry to Geneva or on application for a visa to visit, FIDI aisbl reserves the right to decline assistance.

8. FORCE MAJEURE

FIDI aisbl is not liable for any acts of “Force Majeure / Acts of God”, nor for any event cancellation(s) or (non-)delegates’ attendance due to any acts of “Force Majeure”.

The term “Force Majeure” means any unusual or unforeseen circumstances which are beyond FIDI’s control. This may include, but is not limited to: war, threat of war, riot, civil strike, industrial dispute, terrorist activity, natural or nuclear disaster, fire, adverse weather conditions or other circumstances amounting to *force majeure*.

6. CHANGES TO THE CONFERENCE PROGRAMME

In setting up the 2016 FIDI Conference in Geneva, certain arrangements have been entered into with suppliers prior to the communication around the event itself. Whilst every effort will be made to deliver the programme for the Conference and its social events as published on the FIDI conference website/brochures, in the unlikely event that FIDI considers for whatever reason including Force Majeure to change the destination, hotel and or programme, FIDI aisbl strictly reserves the right to change, amend or cancel any specific event without notice.

In this case, every effort will be made to provide a substitute destination or event although FIDI aisbl may NOT be held liable for such curtailment, cancellation or substitution.

You are advised to check daily the FIDI Website or the onsite FIDI Notice Board at the FIDI Registration Desk during the conference for any last minute changes to the programme.

7. OPTIONAL SIGHTSEEING TOURS/ACTIVITIES

FIDI’s preferred, local Geneva destination management company, Ovation and it’s sister company SM Swiss Motivation Travel LTD, is offering payable optional pre and post tours and activities.

Information on these tours and activities is available on the FIDI Conference website, or directly with Ovation. Please contact smtravel@dmcqva.ch

Ovation/ SM Swiss Motivation Travel LTD reserves the right to cancel any optional tour, at any time, would the specified minimum number of participants not have been reached. Please note that no insurance coverage is included in the tour rates. We consequently recommend you opt for a travel or cancellation insurance on your own.



Do note that all tours are organized by Ovation/ SM Swiss Motivation Travel LTD and NOT by FIDI aisbl.

10. LIST OF DELEGATES

To be included in the printed List of Delegates Booklet, the following conditions have to be complied with:

- We must receive your Conference registration and picture no later than Monday 29th February 2016;
- Please note that your name will appear exactly as you indicated on your registration;
- Your FIDI company name will appear as it is listed in the FIDI database.

11. SPECIAL NEEDS

Should you have any special needs (such as disability, dietary requirements or general condition that requires separate or special attention, etc.) we kindly ask you to notify FIDI Events Team of these so that we can accommodate you as much as possible.