

## **WFNS 2023 ACCOMMODATION TERMS AND CONDITIONS**

Hotel accommodation is subject to availability and will be allocated on a first come, first served basis.

All rates are listed per room and night in South African Rand (ZAR) and include VAT, breakfast, and applicable tourism levy.

1. Completed hotel booking requests will be acknowledged within 10 working days, at which stage the booking is a confirmed commitment subject to the cancellation terms below.
2. Full payment for accommodation is required within 5 working days of the confirmed accommodation request.
3. Payments must be made to "African Agenda (Pty) Ltd".
  - 3.1. Payments must be made in South African Rand (ZAR).
  - 3.2. Payments can be made by bank transfer or credit card. When placing the booking, the delegate chooses their preferred way of payment.
  - 3.3. All accommodation booking charges are subject to a 3% handling fee which will be due along with the required booking payment. If the handling fee is not paid, the booking will not be confirmed.
  - 3.4. Any short payment resulting from bank charges and/or exchange rate fluctuations will be charged back to the registrant.
  - 3.5. Failure to make an accommodation payment will result in the accommodation booking being cancelled.
4. Cancellations must be received in writing. The email address is [register@africanagenda.com](mailto:register@africanagenda.com).
5. Cancellation fees will be imposed as follows:
  - 5.1. For cancellations received until 01 September 2023, 100% of the accommodation cost deducted by a handling fee of ZAR900 will be refunded.
  - 5.2. For cancellations received between 02 September 2023 and 01 November 2023, 50% of the accommodation cost will be refunded.
  - 5.3. From 02 November 2023 no refunds will be provided for cancellations or no-shows. The registrant will be liable for the full amount due.
  - 5.4. For a reduction in the length of stay or in case of a no-show, no refunds will be made. The entire number of nights booked on the hotel booking form and confirmed will be charged. No-shows will be released at 09.00 the following day, and the accommodation will not be refunded.
  - 5.5. Should the selected hotels be sold out, African Agenda reserves the right to book a hotel in a similar category and price range.

## **DATA PROCESSING CONSENT**

We are committed to protecting your privacy and the security of the personal data you provide to participate in this Congress. The following information will assist you to be fully informed before you submit any personal data. Please review the following and give your consent for your personal data to be processed.

### What is personal data?

You will be required to submit personal data, including contact and demographic information that identifies you personally (e.g., name, address, email address, phone number, etc) to participate in this Congress.

The Organiser will use this information for the following purposes: (a) enabling your Congress participation; (b) communicating Congress-related information to you; (c) marketing IUIS 2023 and Congress news and opportunities you may be interested in; and (d) sharing limited personal data with third parties that perform Congress services on behalf of the Host and the Organiser.

### Why are we processing your personal data?

We require your personal data to facilitate your participation in this Congress. This includes your registration.

### Other parties that will have access to your personal data.

Your personal data will only be shared with other organisations/third parties in order to process your registration and facilitate your participation in the Congress; this could include but is not limited to accommodation and transport service providers.

### How long will we store your personal data?

The Host and Organiser may use this information for as long as they remain active in conducting any of the above purposes.

### The right to enquire about your personal data.

You retain the right to ask us about your personal data at any time. Please contact us at [register@africanagenda.com](mailto:register@africanagenda.com) with any enquiries you may have.

### Data Controller Contact and Nominated Data Protection Officer

WFNS 2023 c/o African Agenda, Congress Organiser  
Davinia Lamb  
120 Belvedere Road, Claremont, 7708, South Africa  
Email: [register@africanagenda.com](mailto:register@africanagenda.com)

### DISCLAIMER AND WAIVER

As a condition of my participation in the Congress, I hereby release the Host and the Organiser, and their officers, directors, employees, and agents from and against all liability for damage or injury that may arise from my participation.

I acknowledge that participation in the Congress events and activities entails some risk and I do hereby assume responsibility for my own safety. If someone else participates in my place per the Congress registration transfer policy, the new registrant agrees to this disclaimer and waiver by default of transfer.

The Host and the Organiser intend to take photographs and video of the Congress for use in IUIS 2023 news and promotional material, and in print, electronic, and other media. By participating in the Congress, I grant the Host and the Organiser the right to use any image, photograph, audio or

video recording, or other likeness of me, without limitation, for IUIS 2023 and Congress promotional materials and publicity efforts, without compensation. I agree that media may be displayed, distributed, or used by the Host and the Organiser for any reasonable promotional purpose, and that all media become the property of the Host.

#### LIMITATION OF LIABILITY

The Host reserves the right to cancel the Congress without notice or compensation in the event of any delay, default, failure, or cancellation of implementation of any deliverable to or for the Congress which has been caused, directly or indirectly, by any incident of "force majeure". For the purposes hereof, the term "force majeure" shall mean any incident, circumstance, or cause which renders delivery of the Congress substantially or totally impossible or impracticable and which is beyond the control of the Host or Organiser. The term shall include but not be limited to the following:

- Strike, or other industrial action of any kind;
- Fire, flood, drought, water shortages, or adverse weather conditions;
- Power failure;
- Unavoidable breakdown or destruction of facilities or equipment;
- Failure of carriers, delays in performance or delivery by sub-contractors, or any other breach by a third party of a material obligation towards the Host or Organiser;
- Promulgation, amendment, or rescission of any relevant legislation or regulation by local or national government;
- Any occurrence of any nature which renders it reasonably necessary for the Congress to be cancelled.

In such circumstances the Host and the Organiser are hereby indemnified and shall not be liable to any registrant, participant, partner, supplier, or other service provider for any loss or damage, save that the Organiser shall only be liable to reimburse the relevant party such amounts as may actually have been received by the Organiser, but after deduction of any costs that have been reasonably incurred by it up to the point of cancellation in preparing the Congress. This limited liability does not extend to any payments that may have been made directly or indirectly (on behalf of, e.g., registrants, participants, partners, suppliers, service providers, etc.) to third parties such as hotels or airlines.

The Host and Organiser shall not be responsible for any theft, breakage, destruction, or damages of any kind whatsoever and howsoever caused to personal and/or business items of registrants and their guests, or other participants.

All registrants are to make themselves fully aware of the health and visa requirements in respect of travel to South Africa; if a registrant, their guests, or other participant is unable to participate in the Congress due to not meeting these requirements in any way, the Host and the Organiser will not accept responsibility in any respect.