

## **FIDIC Events Terms and Conditions**

### **Registration**

You may register on-line on this site. The different stages of logging your order are validated successively, with final validation at the end of the process. The customer can decide to abort the registration at any stage of this process.

Registrations will be confirmed only when the full amount is paid in advance.

### **Methods of Payment**

Payments can be made:

- a) by credit card: American Express, Eurocard/Mastercard, Visa;
- b) by Bank transfer to : FIDIC, P.O. Box 311, 1215 Geneva 15, Switzerland  
Bank: Credit Suisse, Paradeplatz 8, Box 590, 8021 Zurich, Switzerland  
Account No. 274644-02-1  
IBAN: CH24-0483-5027-4644-0200-1.  
Clearing No. 4835; Sort Code: 80.500.4; SWIFT:CRESCHZZ80A;

Payments should be made in the currency indicated in the invoice, Euros (EUR) or Swiss Francs (CHF).

The facility provided on this site for electronic payment by credit card is fully secured thanks to data encryption using SSL (Secure Socket Layer) protocol. All the data transmitted are encoded and may not be read in transit on the Internet.

### **Availability**

Our offers of events are valid for as long as they appear on the site.

Should an event be fully booked, you are invited to submit your e-mail address so that we can keep your name on a waiting list and send you an electronic message advising that a place has become available.

The organisers will acknowledge the registrations by e-mail. Registrations will be handled on a first come-first served basis.

While every effort will be made to keep to the published programme, the organizers reserve the right to change times and venues.

### **Changes to the Event**

It may be necessary for reasons beyond the control of FIDIC to change the contents and/or the timing of the programme, the speakers, the date or the venue. In the unlikely event of the programme being cancelled by the organiser, FIDIC will automatically make a full refund. The organisers cannot be held liable for any pre-booked travel or accommodation costs.

### **Cancellation Policy**

Refunds (less 10% cancellation charge to cover administration costs) will be made for cancellations received in writing by the organisers no later than 14 days before the seminar. After this date it is regretted that refunds of fees will not be made.

**Transfers & Substitutions**

Transfers can be made free of charge up to 7 days before the event or course. No transfers can be accepted 6 days or less before the event or course. Substitutions may be made at any time.

**Overnight Accommodation & Travel**

Delegate travel and overnight accommodation are not included in the seminar fee. Participants are responsible for making their own travel and hotel arrangements.

**Visas**

FIDIC recommends you check your visa requirements with your local embassy or consulate. Visa invitation letters to support visa applications can only be sent out once we have received your registration form and full payment of the registration fees. Please apply in good time.

**Included in the Fee**

The fee includes tuition plus the cost of all lunches, refreshments, tuition and written documentation. The fee does not include transport, visas or overnight accommodation.

**Applicable Law - Disputes**

Our aim is to settle any disputes amicably in the framework of these general conditions of sale. Any question or complaint should be sent to FIDIC at [fidic@fidic.org](mailto:fidic@fidic.org).

These general conditions of sale are governed by Swiss law.