

14WCC Terms and Conditions

The 14th World Chambers Congress (**14WCC or Congress**) is co-organised by the ICC and its World Chambers Federation (ICC WCF), and VCCI (**Organisers**). ICMS Australasia (**ICMSA**) is the appointed Professional Conference Organiser (**PCO**) for the 14WCC, notably but not limited to registrations. Any enquiries regarding the registration platform and/or accommodation must be communicated to the ICMSA Team by email: 14wccsupport@icmsaust.com.au.

Every registered delegate, including suppliers and exhibitors (**Delegate, You**) will receive an automated email confirming that the online registration form was completed correctly and successfully. Upon payment, Delegates will receive a separate registration confirmation email containing an invitation letter for international Delegates visa applications.

By submitting a registration, you agree to these Terms and Conditions including the payment and cancellation conditions stated below.

Registration Fees Deadlines

Super Early Bird registrations will be accepted until Friday 28 February 2025, midnight Australian Eastern Daylight Time (AEDT).

Should your Super Early Bird registration remain unpaid by Saturday 1 March 2025, you will automatically be switched to the Early Bird registration rate.

Early Bird registrations will be accepted until Friday 30 May 2025, midnight Australian Eastern Standard Time (AEST).

Should your Early Bird registration remain unpaid by Saturday 31 May 2025, you will automatically be switched to the Standard registration rate.

As of Saturday 31 May 2025, Standard registration fees apply for Members and Non-members new registration.

All Delegates must register and pay their registration fees by **22 August 2025**.

Registration Cancellation

Cancellation of registration:

- All cancellation refund requests, including written evidence of visa application rejection must be provided in writing via email to 14wccsupport@icmsaust.com.au.
 - Each refund request will be determined on a case-by-case basis and may result in a refund in accordance with the following sliding scale, less AUD\$150 to cover administrative costs:
 - 100 per cent refund of paid registration (less AUD\$150) if 14wccsupport@icmsaust.com.au is notified in writing by the Delegate by 2 July 2025.
 - 75 per cent refund of paid registration (less AUD\$150) if 14wccsupport@icmsaust.com.au is notified in writing by the Delegate after 3 July and before 22 August 2025.
 - Registrations will not be refunded due to failure to attain a valid visa in time.
 - No-shows (i.e. Delegates who register for the Congress, but do not appear) will not receive a refund of any kind.
 - If a Delegate name badge is lost or forgotten onsite at the Congress, an administration fee of AUD\$100 may apply for the reprint of the name badge after identification verification (passport, driver's license or other recognised identification documents)
 - Eligible refunds will be processed and paid to Delegate (less AUD\$150 administrative costs) within 30 business days post 5 September 2025.
 - All third-party services (tours, flights, accommodation) will be subject to their respective company's cancellation policies.
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General Payment Conditions

All payments are to be made in AUD including applicable GST tax.

Full payment is required when registering by credit card or within seven days if payment is via invoice. No invitation letter will be provided until payment has been received in full.

Upon successful registration completion, an invoice will be issued to the registered Delegate(s).

No name badge will be printed until full payment is received.

Group Registration Data Management

The nominated group registration manager hereby commits to manage group registrations and/or hotel reservations using the registration form and has accepted the registration and accommodation deadlines.

The nominated group registration manager or engaged entity will be responsible for providing accurate information to the Organisers/PCO (including the Delegates' details) and for providing all relevant information to the Delegates. Registration details and assignment of accommodation reservations must be submitted before **Friday 1 August 2025**. No generic agency details will be accepted, if the accommodation reservations are handled by a third party or on the behalf of a Delegate.

The PCO will inform the nominated group registration manager or entity if the registration is not complete before the registration deadline (**Wednesday 2 July 2025**). If the nominated group registration manager or entity does not proceed to the required actions, the Organisers and the PCO will not be held liable.

Upon receipt of payment, the nominated group registration manager or entity will be provided with the registration confirmation email along with the respective visa invitation letters.

Any modification and cancellation requests are to be communicated to the PCO by email. Please note, any modification or cancellation request will be approved at the Organisers' discretion and are not guaranteed. Please refer to section «Registration Cancellation» above to view the charges relating to these operations.

Data Privacy

Individual and Group Data Privacy Policy

For further information on how your data will be used, we invite you to please carefully read the Data Protection and Privacy Policy for each Organiser:

- ICC and its World Chambers Federation (ICC WCF) available here: <https://wcc.iccwbo.org/privacy-policy/>
- VCCI available here: <https://www.victorianchamber.com.au/legal/privacy-policy>
- ICMSA available here: <https://icmsaust.com.au/privacy-policy/>

together, the **“Privacy Policies”**.

By submitting the registration, you are agreeing to the Privacy Policies. If you are submitting a group registration, you warrant that each member of the group also agrees to the Privacy Policies.

The information requested in this form is collected by the Organisers, data controllers, for the purposes of registration, organising the event, using the web application, official onsite 14WCC app, networking and complying with Australian law.

Registration fields marked with an asterisk are mandatory.

You have the right to access, rectify, erase, the right to portability of your personal data, the right to restrict and object the processing, by sending an email to dataprotection@iccwbo.org or writing to the International Chamber of Commerce, ICC DPO, 33-43 avenue du Président Wilson 75116 Paris, France, along with a copy of an identity document (ID).

For further information about this processing, please review the Privacy Policies.

General Conditions

Disclaimer

The Organisers hereby provides notice to Delegates and anyone else, that the Organisers makes no warranty of any kind whatsoever, expressed or implied, that any information, materials, techniques or products or anything else presented at this Congress is accurate, valid, adequate or fit for any purpose whatsoever. Delegates are solely responsible for determining the validity, adequacy and fitness of any information, materials or products or anything else presented at this Congress for any and all uses. Statements and descriptions made by the organisers at this Congress and included in Congress literature are informational only and are not made or given as a warranty. The

views, opinions and statements made at the Congress are solely those of the speakers and may not reflect the views of the organisers. Furthermore, speakers may have vested interests in the concepts and products they discuss.

It is further understood and agreed that Organisers shall not be liable whether in contract, in tort, under any warranty, in negligence or otherwise for any kind of claim for loss, damage or expense of any kind arising out of or resulting from the use of any information, materials, products or anything else presented at this congress, and under no circumstances shall the Organisers be liable for special, indirect or consequential damages. In addition, Organisers shall not be liable for any kind of claim in relation to possible exposure to illness (including but not limited to COVID-19). Delegates knowingly and freely assume all risks related to health when participating in person at this congress.

The Organisers and/or its agents have the right to alter or cancel the Congress or any of the arrangements, timetables, plans or other items relating directly or indirectly to the Congress without prior notice for any reason beyond their control. The Organisers shall not be liable for any loss, damage, expenditure or inconvenience caused as a result of such alteration or cancellation.

Code of Conduct

By agreeing to attend the 14WCC event, Delegates also undertake to respect the Code of Conduct:

CODE OF CONDUCT

The Organisers aim at encouraging and strengthening relations among chambers from around the world and promoting the share of best international trade practices. In a climate of open exchange across borders, the Organisers are committed to providing a professional, safe and welcoming environment for all, regardless of gender, ethnicity, sexual orientation, physical appearance, national origin and belief. The Organisers are non-political organisations and any political demonstration is strictly prohibited during the Congress.

The present Code of Conduct outlines expectations for all participants, including Delegates, in the 14WCC.

1.Applicability

This Code of Conduct is applicable to all Delegates of the 14WCC. For the avoidance of doubt, this extends to Delegates, partners, speakers, attendees, volunteers, sponsors, exhibitors, competitors, staff and anyone else present at the Congress. Delegates should conduct themselves at all times in a manner that comports with both the letter and spirit of this Code of Conduct during the Congress, throughout plenary sessions, workshops, competitions, exhibition area, receptions, cocktails, talks, hallways conversations and any related event. This includes statements made in social media postings, online publications, text messages and all other forms of electronic communication related to the 14WCC.

2.Expected behaviour

All Delegates are expected to conduct themselves in a professional, respectful and responsible manner at all times, and observe the following expected standards of behaviour:

- Treat everyone with respect and consideration;
- Communicate openly and thoughtfully with others, be considerate of the multitude of views and opinions;
- Be respectful in discussing and debating ideas;
- Follow the rules and policies of the venue;
- Respect the property of the Congress venue
- Respect the social functions venues and any other facilities used;
- Be mindful of your surroundings and of your fellow Delegates.
- Alert hotel/venue security if you notice a dangerous situation or someone in distress.

3.Prohibited conduct

The Organisers are committed to creating an environment where everyone can participate without harassment, discrimination, or violence of any kind. Unacceptable behaviour includes, but is not limited to:

- Threatening, intimidating, humiliating, demeaning speech or hostile acts directed at a particular group or an individual because of, for example, their sexual orientation, gender, ethnicity or religion;
- Any action, discrimination or language meant as comments, jokes, slurs related to gender identity, race, ethnicity, sexual orientation, ability, socioeconomic status, age, appearance or religion that coerce others, foment broad hostility, or undermine professional equity;
- Deliberate intimidation, stalking or following;
- Harassing photography or recording;
- Persistent and unwelcome solicitation of emotional or physical intimacy;
- Sustained or disrespectful disruption of plenary sessions, workshops, competitions, talks or any other related events;
- Physical assault, real or implied threat of physical harm;
- Sexual harassment including, but not limited to:
 - any unwelcome conduct of a sexual nature, as unwelcome sexual flirtations, advances or propositions,
 - uninvited and unwelcome touching of an individual's body,
 - sexually degrading words used to describe an individual;
- Alcohol and illicit drug consumption is not permitted during the Congress in any sessions, including the plenary, competition, catering area and workshop sessions. Excessive alcohol consumption at the social functions should be

avoided and venue management will enforce responsible service of alcohol practices and procedures;

- Anything that is dangerous, noxious, noisome, offensive, illegal, immoral, noisy or is likely to harm the reputation of the Organisers or Congress venues;
- Bring onto or remove from the Congress venues anything which is likely to damage the Congress venues or the property of any person or cause death or injury to any person in or around the conference venues;
- Smoking is not permitted inside the Congress venues.

4. Consequences

Any Delegate not adhering to this Code of Conduct will be notified and is expected to stop any offending behaviour immediately. Any Delegate requested to stop unacceptable behaviour is expected to comply immediately. The Organisers each reserves the right to take any action deemed necessary and appropriate, including refusing admittance to, or removing any person from, the 114WCC or any 14WCC hosted event (including future events) at any time in its sole discretion.

5. Complaint process

In the event of non-compliance with the terms of this Code of Conduct, then the person who is the target of possible prohibited conduct or any third party who has direct knowledge of the possible prohibited conduct ('witness') should promptly report to the Organisers and PCO staff and/or contact Aimee Welsh, ICC Project Manager.

Insurance, Release and Waiver of Liability

It is strongly recommended that Delegates and accompanying persons obtain adequate cover for travel, health and accident insurance before they depart from their countries. The Organisers will not be held liable for personal injuries, or loss of, or damage to, private property belonging to the Delegates and accompanying persons. Delegates are requested to inform themselves and to abide by local work regulations accordingly.

Minimum Age

Admittance to the Welcome Dinner and Gala events shall be strictly limited to Delegates who are 18 years of age or older. Any registration by anyone who is under 18 for these events is unauthorised and in violation of these Terms and Conditions and will automatically result in the forfeit of their registration. You hereby accept that identification is to be provided to Organiser's or PCO's staff upon request.

There may be areas of the Congress where alcohol is being served. For these areas, Australian Responsible Service of Alcohol rules will apply.

Force Majeure

The 14WCC organisers are not responsible for either the partial or total non-execution of the contract in the event of accident, natural disaster (either threatened or actual) and credible threats of natural disaster in the geographic vicinity, in war, curtailment, an act caused by a third party such as Acts of God, including without limitation or interruption of transportation facilities, of transportation facilities, threats or acts of terrorism or similar acts, governmental travel or terrorism advisory, a governmental elevation of the terrorism alert level, war (whether declared or not), hostilities, invasion, act of foreign enemies, extensive military mobilisation, strikes, lock out, civil disturbance, currency and trade restriction, embargo, blockage, sanction, act of authority whether lawful or unlawful, compliance with any law or governmental order, expropriation, seizure of works, requisition, nationalisation, national or regional emergency, plague, pandemic or similar influenza or bacterial infection, epidemic, natural disaster or extreme natural event; explosion, fire, destruction of equipment, prolonged break-down of transport, telecommunication, information system or energy; general labour disturbance such as boycott, strike and lock-out, go-slow, occupation of factories and premises or other labour difficulty (not relating to a Party's own staff or employees). the issue of a Travel Warning by the World Health Organisation or any other cause beyond the parties' control which prevents the hotel and /or venue from accommodating Delegates for the event or if for the same reasons the event is cancelled.

The Organisers may at their entire discretion repay the Delegate amount paid by the Delegate, or part thereof, but shall be under no obligation to repay the whole or part of such amount, and shall be under no liability to the Delegate in respect of any actions, claims, losses (including consequential losses), costs or expenses whatsoever which may be brought against or suffered or incurred by the Delegate as the result of the happening of any such event.

Photography/Videography Disclosure

As a registered Delegate of 14WCC, you agree to grant permission for the Organisers to use your image in a photograph or video in any and all of its publications and presentations, including website entries, without payment or any other consideration; to authorise the Organisers to edit, alter, copy, exhibit, publish or distribute the photograph or video for purposes of publicising 14WCC programs or for any other lawful purpose; to waive the right to inspect or approve the finished product, including written or electronic copy, wherein your likeness appears; that these materials will become the property of the Organisers. Delegates may exercise their right of access, rectification and deletion of their image free of charge in accordance with the conditions set out in our Data Privacy page.

Visa

Please visit the Australian Government Visa Website (<https://immi.homeaffairs.gov.au/visas/getting-a-visa>) to check your requirement for a visa for Australia. Please contact your travel agent, or the nearest Australian diplomatic authorities or email 14wccsupport@icmsaust.com.au for further information or assistance.

A visa requirement is the sole onus and responsibility of the Delegate and should you require a visa, please apply early to allow sufficient handling time to the authorities. All expenses incurred, such as travel, accommodation or other costs, relating to obtaining a Visa and including the rejection of the Delegate visa application, are the sole responsibility of the Delegate. The 14WCC Organisers and PCO do not accept any responsibility for any matter relating to visa applications or processes.

The Organisers and the PCO are unable to contact or intervene with any Embassy or Consulate on the behalf of the Delegate for the Australian Visa application process. Registrations will not be refunded due to failure to attain a valid visa in time, as per the above Registration Cancellation policy.

Please note that a visa invitation letter will only be provided to Delegates who have a fully paid registration. In some cases, payment by credit card may not be accepted. The invitation letter does not financially or legally obligate the 14WCC Organisers or PCO in any way.