

## 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](mailto: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.**

### 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](mailto: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.

### 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](mailto: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:
  - o 100 per cent refund of paid registration (less AUD\$150) if [14wccsupport@icmsaust.com.au](mailto:14wccsupport@icmsaust.com.au) is notified in writing by the Delegate by 2 July 2025.
  - o 75 per cent refund of paid registration (less AUD\$150) if [14wccsupport@icmsaust.com.au](mailto: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.

## 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](mailto: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.

## **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 I4WCC 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.

## **Registration and Participation at ICC Events Policy**

### **1. Purpose**

The International Chamber of Commerce ("ICC") and its working bodies regularly organise and co-organise events in different parts of the world. Many of these events are open to the public and are advertised on the ICC website as well as widely promoted via the ICC network and online channels. ICC also organises and hosts events that are targeted to specific audiences, and events that are invite-only.

1.1. Through these events, ICC aims to achieve diverse objectives:

- a. to provide thought leadership and increase ICC's profile across its areas of expertise;
- b. to promote ICC activities, initiatives, and services;
- c. to provide knowledge-sharing and networking opportunities; and
- d. to deliver training or capacity-building programmes.

1.2. The aim of this document is to outline ICC's policy regarding the registration and participation of participants at ICC events, and the assignment of nationality and country affiliations to participants. The policy applies to all events organised and co-organised by ICC including its offices abroad and its legal entities. The policy is for use by ICC staff and co-organisers of ICC events, and may be shared with participants.

1.3. Reference to 'participant' includes any person, organisation, or entity taking part in the event and includes delegates, guests, attendees, partners, sponsors, exhibitors, competitors, speakers, presenters, panellists, volunteers, staff, and anyone else present at the ICC event.

1.4. A Code of Conduct for participants is included in this policy at Annexure A.

### **2. Registration and participation at ICC events**

2.1. Regardless of whether the events are free or paid, open or exclusive, ICC or the co-organiser will require participants to express their interest in participating, register, or respond to an invitation (as the case may be). Typically, ICC or the co-organiser will require participants to fill-in an online registration form prior to the event and to complete payment of the corresponding fees where applicable. ICC reserves the right to reject any registration or payment, and exclude a participant at any time, in its sole discretion, and as it deems necessary. Circumstances for rejection of a registration or payment or exclusion from an event may include, but are not limited to:

- a. the individual, or the entity they represent, is subject to international, regional, national and/or other relevantly applicable sanctions, restrictive measures, or otherwise prohibited from participating due to embargo-related considerations;
- b. the participation of the individual, or the entity they represent, could or does create a risk to ICC's image and reputation, as deemed by ICC;
- c. the individual, or the entity they represent, demonstrates unlawful conduct during or in connection with the event;
- d. the individual, or the entity they represent, seeks to use the ICC event as a political platform (as deemed by ICC) or its conduct during or in connection with the event go against ICC's principles of political neutrality and impartiality;

- e. the individual has not fulfilled its payment obligations;
- f. the individual has not provided required registration details or information;
- g. the individual is not respecting the Code of Conduct or the general terms and conditions applicable to the event, as deemed by ICC;
- h. the participation of the individual may disturb or threaten the peace and order of the event or the safety of the event's participants or premises, as deemed by ICC; and
- i. the individual, or the entity they represent, has conducted itself inconsistently with any of the above circumstances at previous ICC events.

2.2. Registration from individuals or entities being nationals of or domiciled in a sanctioned or embargoed country pursuant to laws and regulations applicable to ICC will be subject to prior ICC compliance verifications and clearance. Payment instructions regarding the registration fees will be communicated in due time and the payment will be invited in EUR currency exclusively.

2.3. Obtaining any required visa to attend an ICC event is the sole onus and responsibility of the participant. The ICC and co-organisers will not be able to assist in any visa application or process, and will not contact or intervene with any embassy or consulate on behalf of the participant. In some circumstances and in the sole discretion of ICC, ICC or the co-organiser may provide participants with a visa invitation letter, after completion of all appropriate due diligence and compliance verifications. The letter will be strictly fit for the purpose and duration of the event. Such letter does not financially or legally obligate ICC or its co-organisers in any way.

### **3. Assignment of nationality and country affiliations to participants at ICC events**

3.1. When registering for an ICC event, in most cases participants are required to indicate, among other things, their full name, contact details, nationality or nationalities, as well as the name, address, and country of the entity they represent.

3.2. This information will be used, notably, to create the event's participants list and identify the participants in badges, lanyards and the event's website and app, as appropriate.

3.3. It must be noted and accepted by all participants that:

a. When processing registrations, ICC (or the co-organiser) will only propose and accept countries and territories that:

- are recognised in the ICC Constitution; or which
- the United Nations consider as "Member States" or "Non-Member States having received a standing invitation to participate as Observers in the sessions and the work of the General Assembly and maintaining Permanent Observer Missions at Headquarters".

b. In the case of participants taking part as individual participants and not representing any entity at the event, ICC will assign them the first nationality which they have indicated in the online registration form.

c. In the case of participants representing an entity at the event, ICC will assign them the country which is currently recognised by the international community as exercising sovereignty over the territory in which the entity is physically located.

d. Where disagreements exist within the international community on the sovereignty of a territory, ICC will assign the country in accordance with the name used in the ICC Constitution or the latest resolutions of the UN General Assembly and the UN Security Council at the time of the event.

e. In the absence of a consensus within the UN system, ICC will assign the country in accordance with the current majority view among members of the UN General Assembly at the time of the event.

## **Annexure A - Code of Conduct**

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

### **CODE OF CONDUCT**

The international Chamber of Commerce ("ICC") and any co-organisers (together with the ICC, the "Organisers") of the event taking place (the "Event") aim at encouraging and strengthening

relations among participants at the Event. The Organisers are committed to providing a professional, safe and welcoming environment for all. The Organisers are non-political organisations, and any political demonstration is strictly prohibited during the Event.

This Code of Conduct outlines expectations for all participants in the Event. By agreeing to attend the Event, participants undertake to respect this Code of Conduct.

### **1. Applicability**

This Code of Conduct is applicable to all participants of the Event. For the avoidance of doubt, this extends to delegates, partners, speakers, attendees, volunteers, sponsors, exhibitors, competitors, staff and anyone else present at the Event ('participants').

### **2. Expected behaviour**

Participants should conduct themselves at all times during the Event in a manner that comports with both the letter and spirit of this Code of Conduct, including without limitation throughout plenary sessions, workshops, competitions, exhibition areas, receptions, cocktails, talks, hallway conversations and any related events. This includes statements made in social media postings, online publications, text messages and all other forms of communication related to the Event. All participants 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 and be considerate of the multitude of views and opinions;
- be respectful in discussing and debating ideas;
- do not use the Event as a political platform or to make a political statement;
- do not use the Event as a platform for self-promotion or promotion of a competing organisation of any Organiser;
- comply with all laws and regulations of the jurisdiction in which the Event takes place;
- do not share, disclose or transmit any confidential information in relation to any part of the Event;
- be responsible and respectful in the use of social media in relation to the Event, including any recording of the content of the Event;
- follow the rules and policies of the venue;
- respect the property of the Event venue, social function venues, and any other facilities used;
- be mindful of the surroundings and fellow participants;
- dress in appropriate attire; and
- alert venue security when noticing 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:

- any non-compliance with applicable laws and regulations, or participating in illegal activity;
- 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 or slurs related to gender identity, race, ethnicity, sexual orientation, ability, socioeconomic status, age, appearance or religion that coerce others, create 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:
  - o any unwelcome conduct of a sexual nature, as unwelcome sexual flirtations, advances or propositions,
  - o uninvited and unwelcome touching of an individual's body, and
  - o sexually degrading words used to describe an individual;
- illicit drug consumption;
- alcohol consumption during the Event outside of social or networking sessions or activities. Excessive alcohol consumption at the social or networking sessions or activities should be avoided and venue management will enforce responsible service of alcohol practices and procedures;
- anything that is dangerous, offensive or illegal;
- anything likely to harm the reputation of any Organiser or an Event venue;
- using the Event as a political platform or to make a political statement;
- using the Event as a platform for self-promotion or promotion of a competing organisation of any Organiser;
- bringing onto or removing from any Event venue anything which is likely to damage the Event venue or the property of any person or cause death or injury to any person in or around the Event venue; and
- smoking and/or vaping within the Event venues.

#### **4. Consequences**

Any participant not adhering to this Code of Conduct will be notified and is expected to stop any offending or unacceptable behaviour immediately.

The Organisers each reserve the right to take any action deemed necessary and appropriate by any Organiser, including refusing admittance to, or removing any participant from, the Event or any other ICC hosted or organised event (including future events) at any time in the sole discretion of the Organiser.

#### **5. Complaint process**

In the event of non-compliance with the terms of this Code of Conduct, the person who is the target of possible prohibited conduct or any third party who has direct knowledge of the possible prohibited conduct should promptly report to the Organisers, Event staff, or the dedicated ICC manager in charge of the Event ([worldchamberscongress@iccwbo.org](mailto:worldchamberscongress@iccwbo.org)).