



Soroptimist 2023 Terms & Conditions

DELEGATE REGISTRATIONS

TERMS OF BOOKING – Convention Registration

- The term Organisers as listed below includes Soroptimist 2023 organising committees and Keynote PCO.
- Registrations are accepted only on full completion of the online registration form.
- No booking will be confirmed until payment is received in full.
- Bookings or changes will not be accepted by telephone, cancellations and or changes must be sent in writing to the registration desk at registration@sidublin2023.com
- There is no refund for non-attendance.
- A name change on a paid registration will be accepted up to 14 days prior to the Convention, after that date a charge of €10 will apply.
- Payment by invoice/bank transfer will incur a €15 non-refundable administration charge.
- There is no administration charge for payment by MasterCard or VISA.
- All fees/rates are quoted in Euro €, all bank transfer fees/charges are the responsibility of the participant.
- All refunds requested prior to 20th March 2023 are subject to cancellation terms listed below and subject to a €25.00 processing fee.
- All refunds requested from 21st March 2023 are subject to cancellation terms listed below and subject to a €50.00 processing fee.
- All Soroptimist 2023 official tours are subject to a minimum number of bookings. Should the minimum number not be reached the tour may be cancelled, in such case an alternative tour or refund will be offered. Where possible, 14 days' notice will be given.
- In relation to pre/post-convention tours, Organisers accept no responsibility for costs incurred due to the cancellation of said tour.
- The Organisers reserve the right to alter any of the programme or other arrangements for this Convention; including cancellation or postponement of the event should unforeseen circumstances require it. The Organisers accept no responsibility for resulting costs or inconvenience to participants in this case.
- The Organisers will not be held liable for any loss or damage of personal items of attendees or injury caused at any venue used in connection with the Convention.
- Children/Minors must be accompanied by an adult/guardian at all times, who accepts full liability for this child/minor. Note that the Convention and all social events and activities have not been planned for children/minors to attend and must be flagged to the Convention office prior to making any booking arrangements. You may be refused entry should prior notice not be provided.
- Fáilte Ireland's MICE Supports Fund for the Convention is used to assist in marketing to increase the number of international delegates travelling into the Republic of Ireland specifically to attend Soroptimist 2023. In accordance with the EU's GDPR, Fáilte Ireland requires that the Convention inform all attending delegates in advance that the following data: name, country of origin, will be shared with the National Tourism Development Authority (Fáilte Ireland) as funder of the event. This data is only shared for verifying attendance at the event only, as required under Section 8 of the National Tourism Development Authority Act, 2003. This data will be retained for a maximum of 12 months by Fáilte Ireland or until the completion of the external audit relating to that year whichever is the later. Thereafter, the details will be destroyed in a secure manner. Therefore, delegates are officially advised that post event you may be emailed a survey by the Convention office to complete, your assistance in validating your attendance would be appreciated. [Click here](#) for Fáilte Ireland's privacy policy.
- **Force Majeure:** The Organisers shall not be deemed to be in breach of this registration agreement or otherwise liable to the delegate for any failure or delay in performing its obligations under this agreement as a result of an event or series of connected events outside the reasonable control of the Organisers (including, without limitation, acts of God, floods, lightning, storm, fire, explosion, war, military operations, acts or threats of terrorism, strike action, lock-outs or other industrial action or a pandemic, epidemic or other widespread illness).

For further assistance contact Keynote PCO

Tel: +353 1 400 3626 Email: registration@sidublin2023.com

Soroptimist 2023 c/o Keynote PCO,

Suite 26, Anglesea House, Carysfort Avenue, Blackrock Co Dublin

[Soroptimist 2023 Privacy Policy](#)



CANCELLATION TERMS – Convention Registration

Delegate Cancellations

- All cancellations and/or changes must be sent in writing to registration@sidublin2023.com
- Cancellation refers to complete and/or partial cancellation of registrations, social events, tours, workshops.
- Cancellation fees are incurred as follows
Cancellations received prior to 20th March 2023 - full refund less administration fee of €25.00
Between 21st March 2023 and 20th April 2023 - 50% refund less administration fee of €50.00
After 21st April 2023 - No refund for cancelled registrations

Delegate Non-Attendance

- Should the delegate be unable to attend due to circumstances beyond their control, cancellation fees are subject to terms listed above. This includes the delegate being unable to travel into Ireland from their country, due to either their own country's travel restrictions or the Irish Government's travel restrictions – this includes refusal of travel visa application.

Cancellation of Convention by the Organisers

- Should the Organisers completely cancel the Convention, with no content or sessions being available on-line, registrations will be refunded in full less a €50 processing fee.
- Under these circumstances the Organisers are not liable for any other expenses incurred, this includes travel and accommodation costs – delegates are encouraged to have sufficient travel insurance in place to cover such other costs.

Postponement of Convention

- Should the committee need to reschedule the Convention, all registration fees will be transferred to cover attendance on the new Convention dates – no processing fees will apply in this case.
- Should the delegate not wish to accept attendance on the new date they may cancel their registration, in such cases cancellations will be governed by the cancellation terms as outlined above.
- Under these circumstances the Organisers are not liable for any other expenses incurred, this includes travel and accommodation costs – delegates are encouraged to have sufficient travel insurance in place to cover such other costs.

OTHER TERMS AND CONDITIONS – Convention Registration

Travel and Medical Insurance

- Participants are requested to make their own arrangements for health and travel insurance. The Convention fee does not include insurance. We strongly recommend that, when registering for the Convention and making travel arrangements, a travel and/or equipment insurance policy be taken out to cover any loss, cancellation, medical costs, etc. Refunds will not be offered outside of the terms and conditions above, so delegates should ensure they contact their insurance company to ensure sufficient cover is in place from the time of booking. The Organisers do not take responsibility for any delegate, speaker, or exhibitor failing to insure their travel and attendance.

Health and Safety Conditions

- In adherence to HSE guidelines, delegates may be asked to declare they have not been in contact with anyone diagnosed with COVID19 within 14 days of arrival at the Convention.
- On arrival and throughout the Convention venue, there may be temperature checks in place – if you fail the test you may be asked to accompany a staff member to an isolation room for medical review. If you are displaying symptoms you may be asked to accompany staff member to an isolation room.
- If you fail to adhere to the safety standards in place for the Convention, you may not be permitted to attend or may be asked to leave the Convention venue – e.g. respecting social distancing requirements, wearing of face masks etc.
- Per current health guidelines, we are required to notify health authorities of any instances of communicable diseases that occur during or post Convention. Only relevant contact details will be made available to the health authorities to ensure correct, and managed contact tracing occurs.

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ACCOMODATION BOOKINGS

TERMS OF BOOKING – Accommodation Booking

Accommodation booking terms and conditions

- Accommodation bookings are governed by a separate contract than those of Convention registrations. The accommodation booking contract is entered into with Keynote PCO and the delegate and booking of accommodation indicates acceptance of said terms and conditions.
- Accommodation reservations are independent of the Convention taking place and are subject to the booking terms and cancellation fees as outlined below – these terms are not affected or nullified by cancellation of the Convention.
- Should the Convention be postponed, Keynote PCO will make every effort to move the accommodation booking to the new dates in the same hotel or one of similar quality. While every effort will be made to offer the same rates, this cannot be guaranteed. No fees apply to postponed bookings – should the delegate not wish to accept the booking postponement – the cancellation fees as outlined below will apply.
- Delegates are reminded to have travel insurance in place to cover all the costs in relation to their accommodation booking and to ensure sufficient cover is in place.
- Should the hotel booked not be available for reasons beyond the Organisers control, the Organiser reserves the right to reschedule the booking to another hotel of a similar or higher rating, within a 10k radius at the same cost
- Should Keynote PCO be prevented from carrying out all its obligations by circumstances beyond its reasonable control including government intervention, strike, labour disputes, accidents, natural disasters, national or local disasters, war, pandemic or the delegate is unable to travel into Ireland from their country, due to either their own countries restrictions or the Irish Government restrictions, Keynote PCO's liability will be limited to the cancellation terms below.

CANCELLATION TERMS - Accommodation Booking

- All cancellations and/or changes must be sent in writing to registration@sidublin2023.com and will not be accepted by telephone.
- Cancellation refers to complete and/or partial cancellation of accommodation bookings.
- Cancellation fees are incurred as follows
Before 20th March 2023 - full refund less administration fee of €25.00
Between 21st March 2023 and 20th April 2023 - 50% refund available less administration fee of €50.00
After 21st April 2023 - No refund for cancelled accommodation.

OTHER TERMS AND CONDITIONS – Accommodation Bookings

Travel and Medical Insurance

- Participants are requested to make their own arrangements for health and travel insurance. We strongly recommend that, when making an accommodation booking with Keynote PCO a travel and/or equipment insurance policy be taken out to cover any loss, cancellation, medical costs, etc. Refunds will not be offered outside of the terms and conditions below, so delegates should ensure they contact their insurance company to ensure sufficient cover is in place from the time of booking. Keynote PCO do not take responsibility for any delegate, speaker, or exhibitor failing to insure their accommodation booking.

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