

# Event Terms & Conditions and Privacy Notice

## Content & Materials

By attending the ICFS/IMD event, you agree not to reproduce, share, or distribute any session recordings, presentation slides, or other event materials without express written permission from the organizers.

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## Cancellations & Refunds

Refunds are issued based on the timing of your cancellation:

- **More than 14 days before the event:** 100% refund for both in-person and online registrations.
  - **Between 7 and 14 days before the event:** 50% refund for in-person registrations, and 100% refund for online registrations.
  - **Less than 7 days before the event:** No refund for in-person registrations, and 100% refund for online registrations.
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## Force Majeure, including COVID-19

In case of a security alert, public health crisis (e.g., COVID-19), natural disaster, or other unforeseen circumstances beyond the control of ICFS/IMD, the organizers may cancel or reschedule the event without notice. In such cases, registration fees will be refunded, excluding processing fees. However, ICFS/IMD will not be liable for any costs incurred by delegates, such as travel or accommodation.

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## **Privacy Information**

Your personal information will be used only in connection with the following:

- event communication and administration
  - On-site safety and health protocols
  - Use of the official event app (if applicable)
  - Analytics to help us plan future events more effectively
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## **Your Information: by registering, you consent to receive:**

- Pre-event emails, texts, and notifications containing essential updates
- Promotional communications regarding the event.
- Sponsor-related communications related to the event

During the event, your presence and contact details will be recorded for emergency and health & safety compliance.

After the event, we may contact you for:

- A feedback survey (required to obtain your certificate of attendance)
  - Updates about future ICFS/IMD events
  - Communications from sponsors (optional). This may continue for up to 12 months post-event.
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## **Dietary & Accessibility Requirements**

You confirm that all dietary and accessibility needs shared are accurate to the best of your knowledge. This information will be passed to the event venue solely to accommodate your needs safely. Outside food or beverages are not allowed unless pre-approved by the organizers.

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## **Photography & Videography**

By attending, you acknowledge and agree that:

- ICFS/IMD will take photos and video recordings of all sessions and attendees
- These will be used on our website, social media, and or future promotional materials
- Media coverage by third parties (including news outlets) may occur on-site
- The venue may also capture images or footage for its own promotional use

**For any questions or requests related to these terms, please contact the events team at [office@coachingfederation.ch](mailto:office@coachingfederation.ch).**