



**FIDI Conference Dehli
9 - 13 March 2008**

Booking conditions

REGISTRATIONS

Registration and Payments

Who can attend?

FIDI welcomes to its conference Past Presidents and Honorary Officers of FIDI, staff and official representatives of FIDI Associations, Directors and Board Members of Affiliates and Direct Affiliates, (except those whose normal place of work is in a non-affiliated business involved in the transportation of household goods and effects), and full time staff members of Affiliates and Direct Affiliates whose normal place of work is in the same country as the affiliate's location. Spouses, partners, relatives and children of the above are welcome provided they are not associated with a non-affiliated business involved in the transportation of household goods and effects.

If you are uncertain about whether you may attend the conference please check with FIDI.

Registration form

You should complete the booking form and arrange payment. Both registrations for the conference and hotel reservations are accepted only in accordance with the Booking Conditions.

What Your Payment Includes

The registration fee covers all your conference activities other than, out of pocket expenses, local transfers from the airport to the hotel, optional tours, car hire and any similar costs incurred personally.

Payment Method

Payment is by credit card for which you will be sent an official receipt.

VAT

12.5% VAT will be added to your hotel bill when you check out.

BOOKINGS

Early Bookings

Significant savings can be made by booking early; there are different fees available depending on when you book. While every effort will be made to accommodate last minute requests, certain activities have limited spaces available and booking early (for optional activities too) may avoid disappointment.

Booking deadlines are as follows:

- Early booking fee up to 15 December 2007
- Late booking fee as from 16 December 2007
- On-site rate as from 25 February 2008

Private meeting rental

When planning your private meetings of commercial groups or associations, please keep in mind that these should not conflict with the FIDI conference's key events such as business sessions, workshops and social evening activities.

Confirmation of Booking

- a) Once you have registered and paid you will receive an official confirmation of all activities you signed up for and a receipts.
- b) If applicable, a hotel confirmation outlining room type, arrival and departure date will be sent.
- c) Please bring a copy of your confirmation and to produce it at the FIDI Registration Desk.
- c) FIDI will not accept liability for any booking amendments not notified in writing prior to actual attendance.

Cancellation and refund policies

Previous experience has taught FIDI the value of cancellation insurance. There are all sorts of reasons why conference attendance may have to be cancelled, from personal circumstances to long delays in obtaining a visa. The modest cost of insurance is a worthwhile investment to avoid the much higher cost of cancelling attendance and is therefore strongly recommended.

Please note the following cancellation charges for all conference bookings:

Cancellation received before 16th December 2007

80% refund of the registration charges excluding optional activities* you registered for.

Cancellation received before 26th February 2008

50% refund of the registration charge excluding optional activities* you registered for.

Cancellation received as from 26th February 2008

No refund for the registration excluding any optional activities* you registered for.

* Optional activities = optional tours and golf tournament)

B) Optional Activities/Golf Tournament)

Cancellation received before 16th February 2008

No penalties

Cancellation received as from 16th February 2008

No refund for the registration to any optional activities* you registered for.

* Optional activities means optional tours and golf tournament)

Cancellation of hotel reservation

Notification of cancellation must be made in writing and sent to:

MCI Benelux SA, Avenue de Tervueren 300, B-1150 Brussels, Belgium

Tel : +32 2 743 1540, fax : +32 2 743 1584 or +32 2 743 1550, e-mail: fidi-2008@mci-group.com no later than **1st February 2008**.

Changes and Modifications to your Booking

If modifications or changes are needed to your booking and or hotel reservation we would be happy to make them for you before the cut off date of **1st February 2008**. Availability for additional requests/bookings however cannot be guaranteed.

Bookings, Cancellation and Modifications will only be accepted in **writing** and can be sent to: MCI Benelux SA, Avenue de Tervueren 300, B-1150 Brussels, Belgium. Tel: +32 2 743 1540, fax: +32 2 743 1584 or +32 2 743 1550, e-mail: fidi-2008@mci-group.com. Please note that no telephone bookings or changes will be accepted and all changes must be received no later than 1st February 2008.

Force Majeure

This term as in the conditions means any unusual or unforeseen circumstances which are beyond FIDI's control. This may include war, threat of war, riot, civil strife, industrial dispute, terrorist activity, natural or nuclear disaster, fire, adverse weather conditions or other circumstances amounting to *force majeure*.

Changes to the programme

In setting up the FIDI Conference in Delhi for 2008, certain arrangements have been entered into with suppliers prior to the communication around the event itself. Whilst every effort will be made to deliver the itinerary for the conference and its social events as published on FIDI Website/brochures, in the unlikely event that FIDI and its appointed conference organizer, MCI Benelux SA, consider through whatever reason including Force Majeure to change the destination, hotel and or programme both FIDI and MCI

Benelux SA strictly reserve the right to change, amend or cancel any specific event without notice. In this case every effort will be made to provide a substitute destination or event although neither FIDI nor MCI Benelux SA may be held liable for such curtailment, cancellation or substitution. You are advised to check the FIDI Notice Board at the FIDI Hospitality Desk daily for any last minute changes to the programme.

Hotel Reservations.

MCI has negotiated a special FIDI rate for your hotel stay. To obtain this rate you should use the appropriate reservation forms. You will need to provide a credit card to guarantee your reservation and will be personally responsible for settling your bill directly with the hotel upon check out. The Taj Palace and/or the ITC Maurya reserve the right to charge the value of the entire reservation in case of no show, late arrival or last minute cancellation.

Note that the cut off date to make any reservations and/or cancellations is **1st February 2008**.

Attendance List

To be included in the list of participants we must receive your conference registration no later than **22 February 2008**. Please note that your name will appear exactly as you indicated on your registration form. Your company name will appear as it is listed in the FIDI membership directory.

Note that your name details will not appear in the delegates list if your conference fee has not been paid at the time of publication. If you have not paid when you arrive at the conference, you will be expected to settle your account at registration.

Passports and Visas

You are responsible for checking your passport and Visa requirements to attend the FIDI Conference. Should a problem occur on entry to India or on application for a visa to visit, both FIDI and MCI Benelux SA reserve the right to decline assistance.

No refund of monies will be considered for non-attendance due to visa problems. More information on visa and travel documents may be found on FIDINET or www.traveldocs.com/in

Special Needs

You should notify MCI (the conference organizers) us of any disability, dietary problems or general condition that requires separate or special attention. Write to: fidi-2008@mci-group.com.