



North American Veterinary Dermatology Forum May 9 – 12, 2023

GENERAL TERMS AND CONDITIONS

as of January 2023

Definitions

North American Veterinary Dermatology Association is the official host of the Forum and hereafter referred to as “Organizer”.

Venue West Conference Services has been contracted by the Organizer and is responsible for registration and forum management services and hereafter referred to as “Forum Secretariat”

The **General Terms and Conditions** are valid for each attendee registered for the North American Veterinary Dermatology Forum taking place May 9 – 12, 2023 (hereafter referred to as “Forum”). Any person is considered an attendee.

FORUM REGISTRATION

Registration Deadlines

- Early Bird Registration ends **March 3, 2023** – 11:59 PM Pacific Time
- Regular Registration ends **May 12, 2023** – 11:59 PM Pacific Time

Registration Fees

All registration fees are in US Dollars. The registration fee includes admission to all Scientific Sessions, Welcome Reception, Networking Reception, and entry into the Exhibition Hall.

Only fully completed registration forms will be accepted. The registration fee is based on the date of the receipt of the completed online registration as well as the payment in accordance with the deadlines mentioned above. The online registration can be completed by clicking the button “Submit” at the end of the form. Should a deadline be missed, the next applicable fee will be charged automatically. Registrations are not confirmed until payment is received in full.

If the maximum attendee capacity is reached, the Organizer reserves the right to refuse any registration or close the registration site early.

Eligibility

To be eligible to register for the Forum, attendees must be at least 18 years old.

Language

The official Forum language is English.

Registration Confirmation / Payment Receipt

Registrations are confirmed by email when payment is received in full.

Registration Transfer

A handling fee of USD **\$35** will be charged for every name change to an existing Forum registration. Attendees wishing to transfer their registration to another person, must contact the Forum Secretariat by email at navdf2023-registration@venuewest.com and provide contact details for the replacement including their registration ID that can be found on the confirmation email. Substitutions are accepted until Monday, April 10, 2023.

Certificate of Attendance

A Certificate of Attendance will be available after the Forum.

Photography and Image Capture



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Please be advised that photographs and videos will be taken at the Forum for use on the NAVDF 2023 website, in the press, as well as future NAVDF marketing materials and other publications. By attending the Forum, you acknowledge that your photo may be taken and used by Forum officials.

METHODS OF PAYMENT

All registration fees must be paid by credit card (American Express, MasterCard or VISA), and bank transfer. Any bank charges incurred (credit card chargebacks for challenged registrations) must be paid by the sender and not the Organizer or the Forum Secretariat.

Credit card is the preferred payment method and results in an instant confirmation of attendance. All transactions will appear on the credit card statement as a payment to Venue West Conference Services. Attendees who wish to pay by bank transfer will receive an invoice by email. Invoices are payable within 30 days after receipt, or before the first day of the forum if the registration date is less than 30 days prior to the start of the forum.

ACCOMMODATION

Room type booked during the registration process is not guaranteed. Any changes to your booking need to be emailed to navdf2023-registration@venuewest.com. A hotel booking confirmation email will be sent closer to the forum date with hotel details and confirmation number.

CANCELLATION POLICY

Registration Cancellations

Cancellations are permitted until Thursday, March 9, 2023. Registrants will receive a full refund less a USD \$50 administrative fee.

Cancellations must be submitted to the Forum Secretariat no later than the above date via email navdf2023-registration@venuewest.com. If payment was previously made by bank transfer, the notification must include all the relevant information regarding the bank account to which a possible refund may be remitted. Registrants wishing to cancel after March 9, 2023, will not be eligible for a refund, however, transfer of the registration to another delegate is acceptable. See >> Registration Transfer

Cancellation of the Forum

If the Forum cannot be held or is postponed due to events beyond the control of the Organizer (force majeure) or due to events which are not attributable to wrongful intent or gross negligence of the Organizer, the Forum Organizer cannot be held liable by registrants for any costs or losses incurred. Under these circumstances, the Organizer reserves the right to either retain the entire registration fee and to use it for a future Forum, or to reimburse the attendee after deducting costs already incurred for the organization of the Forum and which could not be recovered from third parties.

Data Protection and Sharing of Contact Details

Collection and processing of personal data will comply with the applicable data protection legislation.

The Organizer and the Forum Secretariat will only use the attendee's personal information provided during the registration process to host, manage, and analyze attendee traffic and engagement during the Forum.