

General Terms and Conditions governing the attendance of the Caux Forum, Caux Programmes or Caux Events

The Caux Forum, Caux Programmes and Caux Events¹ taking place in Caux, Switzerland are all hosted and (co-) organized by Initiatives of Change Switzerland, registered as the CAUX–Initiatives of Change Foundation in Switzerland. Initiatives of Change Switzerland is therefore the main contact and responsible body for legal and organizational issues.

These General Terms and Conditions are valid for all attendees registered for any conference, programme or event taking place during the Caux Forum season in Caux, Switzerland. Any person, delegate, representative, speaker, artist, Caux Scholar, exhibitor, student, programme participant, intern, staff member, organizer, or day visitor will be considered an attendee.

For any questions regarding this document, a proposed reservation or your stay in Caux, please contact our Reservations Department:

reservation@caux.ch / +41 21 962 94 64

Registration

For various organizational reasons, it is important that every person intending to come to the Caux Forum (a “prospective attendee”) registers beforehand.

All prospective attendees must register via the Reservations Department.

Registrations should be made via the [online registration form](#). Please contact the Reservations Department per email reservation@caux.ch if you encounter problems with the online form.

Should the maximum attendee capacity be reached, the organizers and Initiatives of Change Switzerland reserve the right to refuse any additional application for registration, in principle on a “first-come, first-served” basis.

Preparatory step (for Programmes only)

Prior to registering for a Caux Learning Programme:

Are listed under “Caux Learning Programmes” :

- the “Caux Peace and Leadership Programme”
- the “Caux Scholars Program”
- The “Young Ambassadors Programme”
- The “Learning to be a Peacemaker”
- The “Week of International Community”
- The “Young Leaders – Learning for Change”
- The “Summer Academy on Land, Security and Climate Change”
- The “Caux Emerging Leaders Programme”

¹ proprietary, protected denominations

For all these Programmes, there is a selective application process before registration specific to each Programme. Only selected applicants then proceed the registration process. Please see Programme's specifications for more information on the application and registration processes. You can find all the [Learning Programmes here](#).

So, prior to registering for one of the above mentioned Programmes, you must have submitted your application to the Programme and the application process must be successful..

It is only once you have received the official notice of your acceptance to a Programme that you should use the online registration form. Initial Programme applications cannot be received through the registration form. An application for a Programme presented via the registration form will not be processed. Initiatives of Change Switzerland does not incur any liability for your failure to be considered for a Programme if you do not submit your application on time and following the proper procedure.

For all prospective attendees:

Letter of Confirmation

For online registrations: after having completed the online registration process, filling out all the mandatory fields on the registration form, an automated e-mail will be sent to you to acknowledge receipt of the registration application. Please note that the said e-mail is **not** a confirmation of your registration.

For online and paper registrations: the Reservations Team will be in contact with the prospective attendee within 10 working days of receiving the completed registration form. In case of special financial or visa issues, the Reservations Team might require more time to process all the necessary documents. Your stay and participation is only confirmed once you've received a **Letter of Confirmation** from the Reservations Team.

Visa requirements

Prospective attendees who require an entry visa for Switzerland must allow sufficient time for the visa application procedure. They should contact the nearest Swiss embassy or consulate before planning their trip to learn about the requirements.

As a visa request can only be submitted 3 months before travelling and can take up to 8 weeks, we strongly recommend applying for a visa as early as possible (3 months before arriving) and suggest a careful study of the visa requirements with the relevant embassy or consulate. Missing documents can be a ground for visa refusal. Please visit <https://www.eda.admin.ch/eda/en/home.html> for more information on the visa application procedure and process.

We kindly ask every prospective attendee requiring a visa to mention this in the registration form. The Reservations Team will have the discretion to not accept a reservation should any information be missing or should it be too late for a visa application to be processed in time. **The visa application is the sole responsibility of the prospective attendee.** The Reservations Team will issue necessary documents such as the "Invitation Letter" and the "Hotel Confirmation Letter". Travel insurance and all other necessary documents must be brought to the interview at the relevant embassy/consulate by

the prospective attendee including the above-mentioned documents issued by Initiatives of Change Switzerland. The Reservations Team does not contact the embassy/consulate on your behalf for an appointment, but it will send a copy of the “Invitation Letter” and the “Hotel Confirmation Letter” to the embassy/ consulate to prove authenticity. You will still need to present those documents yourself in your visa application.

The prospective attendee should please inform the Reservations Team as soon as your visa request is granted or refused. It is important, for organizational reasons and in order to support the prospective attendee, that the Reservations Team be informed regularly on the status of the visa process.

Selection Process

Every person is entitled to register for the Caux Forum and open events. Initiatives of Change Switzerland reserves the right to refuse applications of people needing a visa who are unable to provide the necessary references and documents in order to prevent misuse of the visa invitation letter. The registration fee will not be refunded.

Caux Forum Fees

The current Caux Forum fees (including the Forum Fees and the Food and Accommodation Fees) are listed [here](#) and are effective as such.

The fee and total amount shown at the end of the online registration form do not constitute a binding quote and may be adapted by the Reservations Team in the course of its review and validation of the registration, in case of a mistake in the fee selection by the prospective attendee. Only the confirmed fee and total sum stated in the Letter of Confirmation are binding.

Cancellation Policy

Since cancellations have a considerable impact on the organization of the Caux Forum, its programmes and events, it is very important to inform the Reservations Team as early as possible about your cancellation by email.

Registration fee: The registration fee must be paid beforehand and is in general non-refundable*.

General cancellation policy (does not include the registration fee):

Reservations cancelled 14 days or more prior to the date of arrival will be reimbursed. Initiatives of Change Switzerland will reimburse the amount you have paid, minus the bank fees and transfer costs charged during the payment process. Foreign exchange losses incurred in the process are not the responsibility of Initiatives of Change Switzerland.

Reservations cancelled 2 to 13 days prior to the date of arrival will incur a 2-night charge.

Reservations cancelled 1 day prior to the date of arrival, on the date of arrival or if participants arrive late for their stay, 100% of their stay will be charged. This also includes modifications while in Caux that result in an earlier departure than the confirmed reservation.

**will only be refunded under certain circumstances such as death in the family and war situation.*

Subsidies / Financial Support



Initiatives of Change Switzerland provides financial aid for a limited number of participants who cannot afford to pay the full Forum Fee. Subsidies are only available for the Forum Fee. Unfortunately we cannot offer assistance with accommodation and food fees.

Please note that the number of subsidies is limited, and they will be granted on a ‘first come, first served’ basis and under the condition of fulfilling certain criterias. Please contact the organizing team of your event to request for a subsidy for your Forum Fee. If approved, the relevant amount is taken off the final invoice.

Methods of Payment

Payments can be made before your arrival at the Caux Conference and Seminar Centre through Bank Transfer (see account information below) or through PayPal with all major credit and debit cards. All payments prior to your arrival should be made in Swiss Francs (CHF).

Payment is also accepted upon your arrival in Caux (**except for the Registration fee**) at the designated Cash Desk. All major credit and debit cards are accepted as well as cash payments in Swiss Francs, Euros or US Dollars.

Account Holder:	Fondation CAUX–Initiatives et Changement, CH-6002 Luzern			
Bank:		Account No. (IBAN):	BIC / SWIFT:	Clearing Nr:
Credit Suisse, CH-6002 Luzern		CH38 0483 5024 9270 6100 5	CRESCHZZ80A	4835

Film, photo and video/audio recordings, press, social media during the Caux Forum conference, programme or event:

By registering to Caux Forum events or any other event organized by Initiatives of Change Switzerland , you consent to the use and distribution by the foundation and its partners of your image, likeness or voice for informational, publicity, promotional and/or reporting purposes in print or electronic communications media.

If you do not wish images of yourself or records of your voice to be published/used, you may **opt out** by contacting Reception during your stay at the Caux Conference and Seminar Centre or by emailing the Communications Team at: communications@cauxforum.org.

Attendees may take and share their own photographs for private use as long as not asked otherwise by the organizers and as long as the attendees comply with some basic rules of respect towards the subjects photographed.

The Caux Forum offers a safe space that needs to be respected. Participants should not take photographs in such a way as to hide from the subject that is being photographed. If the subject does not agree to be photographed, respect their will. Photography/recording should be treated like other potentially harassing interpersonal interactions, hence, when one person in the interaction says “stop” or “leave me alone” or words to that effect, the interaction must end. In such case, attendees should

not attempt to photograph that individual again. Lastly, the subject may inspect the photo/recording at any time and, if requested, the photograph or footage, etc as the case may be must be immediately deleted.

Official pictures are taken by the Caux Forum Communications Team and they will be made available on the foundation's [flickr account](#). The Communications Team will not share all of its photographs with individual attendees.

The Caux Forum welcomes journalists, bloggers, organizations, institutions and individuals wishing to cover and publish content related to the Caux Forum events. Depending on your role/representation, different requirements, terms and conditions will apply.

Journalists and media outlets willing to cover the Caux Forum need to request a Press Badge, which will grant access to all public activities. Please refer [to this document](#) to learn about the specific requirements.

No Press Badge will be granted for independent bloggers, representatives of NGOs and partner institutions. For any communications related activities, including, photo/film, video or audio recording for public use, a [media release form](#) must be filled out one week before arrival for approval. Initiatives of Change Switzerland reserves the right to refuse any communication related activities to any independent blogger or representatives of an NGO if the media release form hasn't been filled out a week prior to arrival. Please [contact](#) the communications team for further information.

Data Protection and Use of Contact Details

Upon registration and by accepting these Terms and Conditions, the prospective attendee authorizes Initiatives of Change Switzerland, registered as the CAUX – Initiatives of Change Foundation to use his/her personal data as stated in the registration form to stay in contact regarding the registration process, the event, programme or conference selected and the stay. The data will also be used to inform the organizing team of the conference, programme about their attendees. Furthermore, your data may be used for statistical analyses but, to that end, they will be anonymized. All data will be treated confidentially and will not be sold or transferred to any third parties outside specific event co-organizers and outside the Initiatives of Change (lofC) network, which consists of all members of Initiatives of Change International cited here: <http://www.iofc.org/about>.

Unless explicitly indicated otherwise by you via the registration form, the CAUX–Initiatives of Change Foundation and the incorporated local lofC organization of the country of your residence may use your contact details after the attended Conference, Programme or Event for the purpose of communicating with you, such as for sending you our newsletter and conference report, and to inform you about upcoming events. You will be provided options for **opting out** of receiving such e-mail communications.

All request to access / change personal records should be directed to info@caux.ch

Disclaimer for liability due to incidents or accidents

Initiatives of Change Switzerland, registered as the CAUX-Initiatives of Change Foundation may only be liable for any incidents or accidents occurring to attendees during the Caux Forum, programmes or events to the extent there is a legal liability and to the extent covered by the relevant insurance.

Modification of the conference, Programme or Event

Initiatives of Change Switzerland and the conference, programme or event organizers reserve their right to modify the programme, which is published as an indication only at their discretion. **No refund may be requested because of a change of programme, theme, speaker, etc.**

Right to expel

Should an attendee not abide to these Terms and Conditions or show any form of disrespect, Initiatives of Change Switzerland reserves the right to expel that attendee and set an unlimited duration to that decision. This right is exercised at the discretion of the Caux Forum Director or nominated representative.

Law and jurisdiction clause

All attendees and staff are subject to Swiss law and jurisdiction while in Caux. Non-compliance with the law while on the premises will result in the involvement of the relevant law enforcement agency.

The views expressed by any forum, conference, programme or event attendee, are not necessarily those of Initiatives of Change Switzerland. All attendees are solely responsible for the content of their presentations, interventions and statements.

Last update 30.01.2020.