



## Caux Forum - General Terms and Conditions

The Caux Forum is hosted and (co-)organized by Initiatives of Change Switzerland, registered in Switzerland as CAUX–Initiatives of Change. Initiatives of Change Switzerland is therefore the main contact and body responsible 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.

For any questions regarding this document, a proposed reservation or your stay in Caux, please contact our Reservations Department: [reservation@caux.ch](mailto:reservation@caux.ch)

### Registration

For organizational reasons, registration prior to the event is mandatory for every person who wants to take part in the Caux Forum as well as for adults and children accompanying the participants.

**Registration opens on Friday, 31 March 2023.**

All prospective attendees must register via our [online registration form](#)

Please note that if the maximum attendee capacity is reached, the organizing teams and Initiatives of Change Switzerland reserve the right to refuse additional applications for registration on a 'first-come, first-served' basis.



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INITIATIVES OF CHANGE SWITZERLAND

Rue du Panorama 2, 1824 Caux, Switzerland

Tel: +41 (0)21 962 91 11

[info@caux.ch](mailto:info@caux.ch) [www.iofc.ch](http://www.iofc.ch)



## Cancellation policy

Since cancellations have a considerable impact on the organization of the Caux Forum, its programmes and events, it is vital to inform the Reservations Team of any cancellation as early as possible by email: [reservation@caux.ch](mailto:reservation@caux.ch)

In the case of individual or group cancellations:

- **Any reservation cancelled before 30 June, 2023 will be refunded.**

Initiatives of Change Switzerland will reimburse the amount you have paid, minus the bank fees and transfer costs charged during the payment process. Please note that Initiatives of Change Switzerland cannot be held responsible for any foreign exchange losses incurred in the process.

- **Any reservation cancelled after 30 June, 2023 will not be refunded**

100% of the reservation amount will be charged for late cancellations. Refunds may be made under certain circumstances and requests for reimbursement should be sent to our email address: [reservation@caux.ch](mailto:reservation@caux.ch)

## Registration procedure

1. After you have completed the online registration process by filling out all mandatory fields on the registration form, an automated email will be sent to you to acknowledge the receipt of your registration. Please note that this email is not a definitive confirmation of your participation and stay.
2. After you have submitted your registration, our team will review and process your request. They will come back to you within 10 days by email with confirmation of availability along with a payment link.
3. Payment for a booking with multiple participants must be processed in one single transaction. **Payment should be made within seven working days** to guarantee your reservation. Your reservation will be held as optional until we receive your payment.



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Individual exceptions regarding the payment method may be considered on a case-by-case basis. After filling out the registration form, please contact us: [reservation@caux.ch](mailto:reservation@caux.ch)

4. As soon as the payment has been registered by our services, you will receive a final confirmation and all the necessary information for your stay in Caux.
5. Please make sure to check your registration carefully before submitting it. Please note that an administration fee of CHF 10 will be charged for each change made to your registration after submission.

## Caux Forum fees

For the Caux Forum 2023 we charge an event-package fee of CHF 60 per day and per person. Each person who registers will have to pay this event-package fee for each day that they attend the Caux Forum.

Children over six years old and anyone else who accompanies a participant will also have to pay this amount. Children under six will not pay this event-package. Their participation will be free of charge for the whole duration of their stay.

### **This CHF 60 per day event-package fee covers:**

- Participation in the chosen events
- Materials provided during our events
- Interpretation service and technical equipment
- Coffee and tea breaks as well as refreshments
- Lunch and dinner

Participants are invited to arrive in the morning (exception: 17 July 2023 – arrival after 14:00 only) to take full advantage of this package by enjoying lunch and dinner as well as coffee breaks. This year we are not providing a half-day package or meals deductions per person or per meal taken. We thank you in advance for your understanding.



## Accommodation fees

As indicated on our registration form, participants may stay at the Caux Palace for the entire duration of the Caux Forum. Please note that **our accommodation package covers breakfast as well as the tourist tax (CHF 5 per person and per night).**

Single standard rooms or shared standard rooms, with different room sharing options, are available at the prices [indicated in the registration form](#).

**All standard rooms are equipped with a private bathroom with shower/bath and WC.** Most of them have a balcony with panoramic views. Please be aware that our bedrooms are not equipped with TV, minibar, hairdryer or kettle.

The tourist tax will entitle you to receive the Montreux Riviera Card, which provides discounts on certain activities around Caux as well as on transport. Please note that the card will be given to you at the time of check-in and not before your arrival. For more information on the discounts available with this card, please consult: [Montreux Riviera Card](#).

The total amount shown at the end of the online registration form does 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 the attendee has made a mistake while filling in the form.

## Payment methods

As mentioned above, a payment link will be sent to your email for your individual or group registration. This secure payment link allows us to follow the progress of your reservation and to officially confirm your reservation upon receipt of payment.

All reservations submitted via the registration form will be processed and registered as provisional before payment is received. **Once payment has been received we will change the reservation status from provisional to confirmed. Payments via our link should be made by credit card.** We do not store your payment details and we use secure payment methods.



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It is also possible to make a bank transfer (see account information below), but if you do so, you must indicate this in the comments attached to your reservation.

Please note that all individual and group reservations must be fully paid before arrival.

Any additional expenses incurred on site must be paid directly to Reception at the time of departure. All major credit and debit cards will be accepted as well as cash payments in Swiss Francs or Euros. The effective exchange rate will be 1 Euro for 1 CHF (subject to important rates variation).

All payments prior to your arrival should be made in Swiss Francs (CHF).

Please note exceptions may be made for participants who do not have credit cards on a case-by-case basis.

For these and other queries, please contact [reservation@caux.ch](mailto:reservation@caux.ch) and specify in detail the purpose of your request and how you want to pay.

Some participants are supported by funding bodies. If this is your situation, please provide the necessary information in the boxes on the registration form. The purpose is to give us as much information as possible so that our teams can ensure that your reservation is paid for and can confirm your participation in the Caux Forum.

<b>Account Holder</b>	Fondation CAUX-Initiatives et Changement, CH-6002 Luzern			
<b>Bank</b>		<b>Account No. (IBAN)</b>	<b>BIC/SWIFT</b>	<b>Clearing Nr</b>
Credit Suisse CH-6002 Luzern		CH38 0483 5024 9270 61005	CRESCHZZ80A	4835



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## 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. **We will provide an invitation and stay confirmation letter to participants who need a visa and who have provided the correct information on our form.** This letter is often required for visa procedures but does not guarantee that your application will be accepted. **The visa application is the sole responsibility of the participant.**

As a visa request can only be submitted three months before travelling and can take up to eight weeks to process, **we strongly recommend that you apply as early as possible (three months before arriving)** and carefully study 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.

Initiatives of Change Switzerland reserves the right to refuse applications of people who need a visa and who are unable to provide the necessary references and documents requested on our form, in order to prevent the misuse of the visa invitation and confirmation of stay letter.

**The confirmation letter for the visa will be sent to you after we have received your registration form and validated your request.** If you require a visa to enter Switzerland, payment and confirmation of your registration will take place after you send us confirmation that you have been granted a visa.

**Please inform the Reservations Team as soon as your visa request is granted or refused.** Please keep us regularly informed on the status of the visa process: this will enable us to support you and help us organizationally. Please send us your visa approval as soon as you receive it, so that we can send you the link for the payment of your reservation.

As soon as we receive the visa acceptance and your payment, your reservation will change from provisional to confirmed and you will receive the final confirmation and all the information you need for your stay in Caux.



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## Data protection and use of contact details

Upon registration and by accepting these Terms and Conditions, you authorize Initiatives of Change Switzerland, registered as CAUX – Initiatives of Change, to use your personal data as stated in the registration form to contact you in relation to the registration process, the event, programme or conference selected, and your stay.

The data will also be used to inform the organizing team of the conference or programme about their attendees. It may also be used for statistical analyses but in that case will be anonymized. **All data will be treated confidentially** and will not be sold or transferred to any third parties outside the Initiatives of Change (IofC) network and partners, 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 IofC organization of the country of your residence may use your contact details after the conference, programme or event you have attended, for instance to send you our newsletter and conference report, and to inform you about upcoming events. You will be able to opt out of receiving such email communications.

All requests to access/change personal records should be directed to [info@caux.ch](mailto: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.



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## Right to expel

Should an attendee not abide by 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 IofC International Director General.

## Film, photo and video/audio recordings, press, social media during Caux Forum conferences, programmes or events

By registering for 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 Palace or by emailing the Communications Team at: [communications@cauxforum.org](mailto:communications@cauxforum.org)

Attendees may take and share their own photographs for private use as long 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 they are being photographed. If the subject does not agree to be photographed, their will must be

respected. Photography/recording should be treated like other potentially harassing interpersonal interactions. When one person in the interaction says 'stop' or 'leave me alone' or words to that effect, the interaction must end. In such cases, 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 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, used on social media or on the IofC Switzerland



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([www.iofc.ch](http://www.iofc.ch)) or IofC International ([www.iofc.org](http://www.iofc.org)) websites. 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 for approval.

Please contact the communications team for further information:  
[communications@cauxforum.org](mailto:communications@cauxforum.org)

## 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.