

General Terms and Conditions

The **Caux Democracy Forum** is co-organized by Caux Initiatives of Change and Initiatives of Change International. Caux Initiatives of Change is also the hosting entity and therefore the main contact and body responsible for legal and organizational issues.

These **General Terms and Conditions** are valid for all attendees including workshop organizers and volunteers of the Caux Democracy Forum from the 15-19 July 2024.

For any questions related to the forum participation and stay at the Caux Palace, please contact our team at : 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 Democracy Forum, as well as for adults and children accompanying the participants.

Registrations will close on the 3 June 2024, subject to change by the organizers. Please note that if registrations reach the maximum capacity for the event before this date, the organizers may suspend registrations prior to this closing date.

All invited attendees must register via the online registration form that they will receive by email.

If you have any questions regarding your application or your following registration, please contact us by email: reservation@caux.ch

Registration Procedure

1. The registration form allows you to register yourself and any accompanying persons. All participants must prepay the full registration fees to complete the registration process and confirm participation. Payment can be made securely by credit card. Bank transfer is also an option, depending on the method requested during your invitation application. Payment for bookings with multiple participants must be

completed in a single transaction. For those opting for bank transfer, the reservation will be held for 10 days until payment is received. A processing fee of CHF 30 applies to cover bank and exchange charges.

2. Upon confirmation of payment, you'll receive your official confirmation along with all necessary information to plan your stay in Caux.
3. Individual exceptions for payment methods may be considered on a case-by-case basis upon request. Please contact us at reservation@caux.ch for related Inquiries.

Caux Democracy Forum - General Information on Package Fees

As indicated on our registration form, registration covers the duration of the Caux Democracy Forum **from 15-19 July, 2024**.

The package price is fixed for the entire duration of the event, and therefore non-adjustable according to meals taken or not, as well as arrival and departure dates within the forum dates. The first meal served and included is the dinner on Monday evening, 15 July, and the last meal served and included is lunch on the day of departure, Saturday 19 July.

Persons accompanying participants, such as partners and children, are welcome (subject to acceptance) to take part in the forum. They will have to pay as participants with a specifically reduced price for children as indicated in our registration form.

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 at the Caux Palace** and not before your arrival. For more information on the discounts available with this card, please consult: [Montreux Riviera Card](#).

Arrival and departure information

The **Opening Ceremony** will take place in Caux on **Monday 15 July from 16:00pm**.

Attendees are asked to **check-in from 14:00pm on the 15 July**.

On the day of departure, the forum will end after lunch. For organizational reasons and to prepare our spaces for other events will kindly request all participants to **check out by 10:00 am on the day of departure** and to leave the site by 2:00 p.m.

Package Fees – With accommodation at the Caux Palace

Prices mentioned, for single or shared accommodation, include :

- Accommodation in either shared or single room at the Caux Palace
- Participation in the Caux Democracy Forum
- Materials provided during the event
- Interpretation service and technical equipment
- Coffee and tea breaks as well as refreshments
- Breakfast, lunch and dinner
- VAT & City taxes

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.

Package Fees – Without accommodation at the Caux Palace

Prices mentioned, include :

- Participation in the Caux Democracy Forum
- Materials provided during the event
- Interpretation service and technical equipment
- Coffee and tea breaks as well as refreshments
- Lunch and dinner
- VAT

The package prices are fixed for the entire Forum and are therefore non-adaptable. Participants will receive a personal badge to access the facilities and the cafeteria for meals.

Payment Methods

As mentioned above, we require participants to fully prepay their registrations in advance of the event. Registration fees may be paid individually or collectively directly at the time of registration, by credit card or bank transfer.

The preferred payment method is selected on the invitation application form.

Reservations paid by credit card are directly and automatically confirmed upon receipt of payment. You will receive a confirmation by email with full practical information.

Reservations paid by bank transfer will be confirmed upon receipt of the transfer required within 10 days after receiving the registration confirmation with payment instructions.

For payment by bank transfer, a payment fee of CHF 30 will be charged to cover admin costs, exchange rates and bank charges. All payments prior to your arrival should be made in Swiss Francs (CHF).

Cancellation Policy

Since cancellations have a considerable impact on the organization of the Forum, its program and events, it is vital to inform the Reservations Team of any cancellation as early as possible by email: Reservation@caux.ch

In the event of individual or group cancellations, the following cancellation policy applies:

- **Reservations canceled before June 15, 2024, will be eligible for a refund.**

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

- **Reservations canceled after June 15, 2024, will not be refunded.**

A 100% reservation fee will be charged for late cancellations. Refunds may be considered under certain circumstances, such as visa refusal, and requests for reimbursement should be directed to our email address: reservation@caux.ch. No refunds will be issued for no-shows.

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 and visa type needed.

We will provide an invitation and stay confirmation letter to participants who have provided the correct information on our form and completely paid the registration fees. 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.

Caux Initiatives of Change 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.

Data Protection and Use of Contact Details

Upon registration and by accepting these Terms and Conditions, you authorize Caux Initiatives of Change, 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 and your stay, as well as for communications purposes related to the event including, but not limited to: sending event updates (event logistics, schedule and speakers), promotional materials related to the event or similar future events, and seeking feedback and conducting surveys related to the event.

The data will also be used to inform the organizing team of the conference or program 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 organizing bodies, namely 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 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 Caux Democracy Forum, 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

Disclaimer for liability due to Incidents or Accidents

The Caux Initiatives of Change Foundation may only be liable for any incidents or accidents occurring to attendees during the Caux Democracy Forum to the extent there is a legal liability and to the extent covered by the relevant insurance.

Modification of the Conference, Program or Event

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

Right to expel

At Caux Initiatives of Change we uphold a zero-tolerance policy to foster a safe and respectful environment for all attendees, actively working to prevent and address any inappropriate behavior during our events. Should an attendee not abide by our Terms and Conditions or show any form of disrespect, Caux Initiatives of Change 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 Initiatives of Change Executive Director.

Film, Photo and Video/Audio Recordings, Press, Social Media during Caux Democracy Forum conference, programs or events

By registering for Caux Democracy Forum, 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. You release Caux Initiatives of Change and its co-organizers, employees, and each and all persons involved from any liability connected with the taking, recording, digitizing, or publication and use of interviews, photographs, video and/or sound recordings. You waive all rights you may have to any claims for payment or royalties in connection with any use, exhibition, streaming, or other publication of these materials.

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: comms@caux.ch.

Special colored lanyards are issued to those people not wishing to have images of themselves published.

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 Democracy 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 Democracy Forum Communications Team and they will be made available on the foundation's Flickr account, used on social media, on the Caux Initiatives of Change website (www.caux.ch), or on the lofC International (www.iofc.org) websites. The Communications Team will not share all of its photographs with individual attendees.

The Caux Democracy 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: comms@caux.ch

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 Caux Forum, conference, programme or event attendee are not necessarily those of Caux Initiatives of Change. All attendees are solely responsible for the content of their presentations, interventions and statements.