

IofC Global Fellowship Gathering 2026

General Terms and Conditions

The **IofC Global Fellowship Gathering** is organized by Initiatives of Change International in partnership with the Caux Initiatives of Change Foundation, who are also the hosting entity.

These **General Terms and Conditions** are valid for all attendees including workshop organizers and volunteers of the **IofC Global Fellowship Gathering** from Monday 20- Friday 24 July 2026.

For any questions related to the forum participation and accommodation please contact; gathering@iofc.org

Registration

For organizational reasons, **registration prior to the event is mandatory** for every person who wants to take part in the **IofC Global Fellowship Gathering 2026**, including any children.

Registrations will close on the 22 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 attendees must register via the online registration form.

If you have any questions regarding your registration, please contact us by email: gathering@iofc.org.

Registration Procedure

1. The registration form allows you to register yourself and any accompanying persons.
2. All participants must prepay the full registration fees to complete the registration process and confirm participation.
3. Payment can be made securely by credit card. Bank transfer is also an option. For those opting for bank transfer, the reservation will be held for 15 days until payment is received.
4. Upon confirmation of payment, you'll receive your official confirmation along with all necessary information to plan your stay in Caux.
5. Individual exceptions for payment methods may be considered on a case-by-case basis upon request. Please contact us at gathering@iofc.org for related inquiries.

General Information on Package Fees

As indicated on our registration form, registration covers the duration of the **IoFC Global Fellowship Gathering 2026 from 20-24 July, 2026**.

The package price is fixed for the entire duration of the event, and therefore non-adjustable regardless of the number of meals consumed or the actual length of stay.

- The first meal served is dinner (18:30) on Monday evening, 20 July,
- The last meal served and included is lunch on the day of departure, Friday 24 July

Montreux Riviera Card

The tourist tax entitles participants to the Montreux Riviera Card, which offers discounts on certain activities and transportation. A personal link to download the Montreux Riviera card app will be sent by email in digital form 24 hours before participants' arrival. It offers unlimited free access to the MOB train from Montreux to Haut-de-Caux and other discounts with our partners.

For more details and an example of the app :

<https://app.montreuxrivieracard.com/?coupon=MVDEQFCE>

Important: For any other journey beyond the Montreux region, you must purchase a transport

ticket at the MOB counter in Montreux Station where your card will allow you to benefit from a 20% discount.

Arrival and departure information

Attendees are asked to **check-in from 14:00 on the 20 July**.

On the day of departure, the forum will end after lunch. For organizational reasons and to prepare our spaces for other events we will kindly request all participants to **check out by 10:00 on the day of departure** and to leave the site by 14:00.

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 IofC Global Fellowship Gathering
- 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
- Montreux Riviera card

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. Participants should bring their own electrical adapter for Swiss plugs (type J), hairdryer if necessary and personal toiletries.

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.

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 15 days after receiving the registration confirmation with payment instructions.

Cancellation Policy

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

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

- **Reservations canceled before June 22, 2024, will be eligible for a refund.**

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

- **Reservations canceled after June 22, 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: gathering@iofc.org . No refunds will be issued for no-shows.

- **Substitution**

Transfer of your registration to another person is not possible. However, we will consider exceptional requests.

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.

Initiatives of Change International 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.

Insurance

Participant Insurance

Participants are responsible for taking out their own travel insurance, including:

- Health, accident and repatriation insurance valid in Switzerland
- Cancellation insurance (strongly recommended)
- Liability insurance

Foundation Insurance

The Caux Initiatives of Change Foundation may only be liable for any incidents or accidents occurring to attendees during the Global IofC Fellowship Gathering to the extent there is a legal liability and to the extent covered by the relevant insurance. The Foundation is not liable in the event of:

- Theft, loss or damage to personal belongings
- Accidents occurring outside official forum activities
- Medical or hospitalisation expenses

Minors

Children and adolescents under 18 are welcome with accompanying adults. Parents / guardians are fully responsible for supervising and managing the behaviour of their children throughout the stay.

Conditions:

- Minors must be always accompanied by a responsible adult.
- Written parental authorization is required if the minor travels without their parents or legal guardians.
- Reduced child rates are indicated on the registration form.

Data Protection and Use of Contact Details

Upon registration and by accepting these Terms and Conditions, you authorize Initiatives of Change International and 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 **IofC Global Fellowship Gathering 2026**, 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.

Compliance: Our data processing is compliant with the Swiss Federal Data Protection Act (FADP) and the European GDPR regulations.

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

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.

House Rules

- Quiet hours: 22:00 - 7:00 CEST
- Alcohol consumption is not authorized in non-designated common areas
- Smoking is prohibited throughout the building including on balconies
- Pets are not allowed
- External guests are not authorized without registration
- Any damage to equipment or facilities will be charged to the responsible party

Film, Photo and Video/Audio Recordings, Press, Social Media during IofC Global Fellowship Gathering conference, programs or events

By registering for **IofC Global Fellowship Gathering 2026**, you consent to the use and distribution by the Caux Initiatives of Change Foundation, Initiatives of Change International 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 red colored lanyards are issued to those people not wishing to have images of themselves published.

Personal Photos

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 IofC Global Fellowship Gathering 2026 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 Publication

Official pictures are taken by the **IofC Global Fellowship Gathering 2026** 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 IofC International (www.iofc.org) websites. The Communications Team will not share all of its photographs with individual attendees.

The **IofC Global Fellowship Gathering 2026** 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.

Press Accreditation

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

Intellectual Property

Presented Content

Presentations, documents and materials distributed during the forum remain the intellectual property of their respective authors. Any reproduction, distribution or commercial use is prohibited without prior written authorisation.

Recordings and Training Materials

Participants commit not to reproduce, record or distribute session content without express authorisation from organisers and speakers.

Program Modification

The organisers reserve the right to modify the programme (themes, speakers, schedules, format) for organisational reasons or in cases of forces majeures, without this giving entitlement to a refund. Any substantial modification will be communicated to registered participants as soon as possible.

Force Majeure

In the event of a force majeure (pandemic, natural disaster, armed conflict, government decision, etc.) that makes it impossible to hold the event:

- The organisers will endeavour to propose a postponement date.
- If no postponement is possible, a partial or total refund may be considered on a case-by-case basis.
- Any expenses already incurred (external reservations, transportation, accommodation outside Caux Palace) remain the responsibility of participants.

The organisers cannot be held responsible for ancillary expenses incurred by participants (plane tickets, accommodation before/after, etc.).

Environmental Commitment and Values

Sustainability

The Caux Foundation is committed to offering an environmentally responsible event, including:

- Waste reduction (selective recycling available on site)
- Limitation of paper printing (digital materials)
- Encouraging the use of public transportation (via Montreux Riviera Card)

We encourage participants to use public transportation and adopt eco-responsible behaviours during your stay.

Right of Exclusion and Code of Conduct

Aretha Charter

Our Foundation is a signatory of the Aretha charter, guaranteeing a welcoming and safe space for all. We are committed to offering an environment free from discrimination, harassment, and inappropriate behaviour.

Our team ensures that every person - participant, client or collaborator - can evolve in a climate of respect and trust.

Caux Initiatives of Change applies a zero-tolerance policy towards any inappropriate or disrespectful behaviour.

Prohibited Behaviours

The following are strictly prohibited and may result in immediate exclusion:

- Harassment in any form (sexual, moral, discriminatory)
- Racist, sexist, homophobic or discriminatory remarks or behaviour
- Verbal or physical violence

- Excessive alcohol consumption or use of illicit substances
- Non-compliance with safety rules and house rules
- Intentional disruption of the event

Exclusion Procedure

Any breach of the general conditions or code of conduct may result in immediate and definitive exclusion from the event, decided by the Executive Management, without notice or refund. In case of exclusion, no refund will be made and early departure costs remain the responsibility of the excluded participant.

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.

Competent court: In case of dispute, the courts of the Canton of Vaud (Switzerland) have sole jurisdiction.

Acceptance of Conditions

By registering for the IDG Global Fellowship Gathering, participants expressly and unconditionally accept these General Terms and Conditions. They confirm that they have read all provisions and agree to them in full.