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لقراءة هذا المستند باللغة العربية، يرجى استخدام مترجم جوجل

MSIF 2026 Global Networking Hybrid Meetings

Terms and Conditions

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Please consult our programme and read these Terms and Conditions carefully before registering for the 2026 MSIF Global Networking Hybrid Meetings.

By registering and attending, you agree to be bound by these Terms.

1.0 Registration Requirements

- Each participant must register individually using their own unique link to our registration website.
- Colleagues, including those supporting with translation, spouses or caregivers **attending any of the meetings** must register separately.
- Caregivers travelling with participants, but **not attending the meetings**, can pay a reduced fee to attend the lunch each day, and are welcome to register to attend the Welcome Dinner¹.
- If participants wish to have a guest join them for a lunch or the Welcome Dinner, they should register as per caregivers.

2.0 Meeting format, language and accessibility

2.1 Meeting format

- All sessions are **hybrid** and may be attended either:
 - In person
 - Online
 - Or as a combination of both
- MSIF may adjust timings in exceptional circumstances and will notify participants as early as possible.

2.2 Language and the use of Wordly.ai

- The meetings will be conducted **in English**.
- Live captioning and **translation** will be provided **via Wordly.ai**.
- Participants are responsible for:
 - Accessing Wordly.ai using provided links/QR codes
 - Bringing their own mobile phone/tablet/laptop and headphones/earbuds for in-person sessions
- Please read the instructions on [how to access Wordly.ai](#) to familiarise yourself with it before the event. This guide is available in English, Spanish and Arabic.
- Where additional language support is required, participants may attend with a support person (who must register as a full participant).

2.3 Open and closed sessions

- Most sessions are open to all participants.
- The only closed sessions are the Board of Trustees Closed Meeting on Wednesday 7 October and the New Board Meeting on Thursday 8 October 2026.

3.0 Registration Fees and Payment

Fees include venue hire, audio-visual equipment, refreshments and lunch (where applicable).

3.1 Fees

Item	Cost	Note
To attend online	£0	Check the time difference using a time converter before registering to attend each meeting
Daily fees to attend in-person	£90	Per person, per day
Welcome Dinner	£58	Per person – this is optional
Caregiver/guest lunch fee	£30	Per person, per day

¹ A caregiver is an unpaid person travelling with the participant, without whom the participant would be unable to attend the meetings.

3.2 Payment Terms

- Payment must be made in full prior to the Meetings.
- Accepted methods: credit/debit card or bank transfer.
- A confirmation email and a receipt will be issued for all payments.

Registration deadline: Friday 18 September 2026.

4.0 Cancellations and Substitutions

All cancellations or changes are to be made **by Tuesday 22 September 2026** (14 days prior to the start of the Meetings) by email to registrations@msif.org

4.1 In-person Attendance

- Cancellations up to and including 22 September 2026 full refund (processed within 30 days).
- Cancellations from 23 September 2026: no refund (full fee payable).
- Substitutions are permitted at no extra cost with prior notice and new registration by the replacement participant.

4.2 Online Attendance

Participants should also provide at least 14 days' notice to cancel or amend registrations, as late changes may impact meeting participation and quorum requirements (e.g. Annual General Meeting).

4.3 Programme Cancellation

- If MSIF cancels the Meetings, a full refund of registration fees will be issued.
- MSIF is not liable for any other costs: travel, accommodation or visas. Participants should make sure travel insurance cover is in place and be aware of related cancellation policies.

5.0 Travel, Accommodation and Insurance

- Participants are responsible for making their own travel and accommodation arrangements, including visas (if applicable)
- Participants are strongly advised to arrange travel insurance and, where possible, purchase flights with a cancellation provision
- Guest rooms at the DoubleTree by Hilton Tower of London are available to book at a discounted rate (consult the Travel Information Pack). Cancellation policy:
 - Room cancellations: up to 91 days prior to arrival date, via the hotel.
 - Late cancellations will incur charges.
 - Outstanding charges may be invoiced by MSIF if unpaid at check-out.
- Only book your room at the discounted rate for the purpose of attending the event.

6.0 Financial Support

- Limited financial support is available primarily for MSIF Trustees whose organisations cannot fully fund their participation.
- **Application deadline: Friday 5 June 2026.** After this date, any remaining support may be offered to MSIF committee members.
- Requests must be agreed by MSIF before completing registration.
- If you require support, or a letter from MSIF to request support from potential funders in your country, please contact registrations@msif.org **before** completing your registration.
- All requests for financial support, whether from trustees or other participants, must follow the procedure set out in Section 4 of the [MSIF Trustees Expense Policy](#) and subsequent sections.

7.0 Use of Image and Recording

- Some MSIF meetings will be recorded for minuting purposes only, and the full recordings will not be made available.
- Please also be aware that by attending the meetings your image and/or voice may be published or broadcasted by MSIF through different media, without your name for any lawful purpose, for example, publicity, reports and social media and/or web content.

For more information, see [MSIF Privacy Policy](#)

- Opt-out options:
 - Online participants: keep webcam switched off.
 - In-person participants: inform staff and seating adjustments will be made.

8.0 Personal Data

- Registration data will be used for:
 - Meeting organisation and communication
 - Updating MSIF's database (where applicable)

Personal data will not be shared with third parties.

- The following information may be shared:
 - Name and country in meeting minutes
 - Name, country, organisation and role in attendee lists to facilitate networking (unless you opt out)
 - If you join us online, please identified yourself by changing your name display.
 - For more information, see [MSIF Privacy Policy](#)

9.0 Health and Safety

- MSIF's Global Networking Meetings are organised in line with our [Safeguarding Policy](#).
- Participants should consult the Travel Information Pack.
- Participants must:
 - Respect others' health and safety preferences.
 - Stay informed about travel and health requirements.
- MSIF is not responsible for changes in travel regulations affecting participants. It is your responsibility to keep abreast of any changes and arrange travel accordingly.

10.0 Complaints and feedback

- MSIF welcomes feedback and complaints as an opportunity to learn and improve.
- Please refer to the [MSIF Complaints Policy and Procedure](#)
Contact: info@msif.org (Subject: "MSIF Global Networking Meeting Complaint")

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