

APPLICATION, PAYMENT & CANCELLATION POLICY

[Please click here to access the Online Sponsorship Portal for WFPICCS 2024.](#)

GENERAL CONDITIONS & APPLICATION PROCESS

Once a booking form is submitted, a confirmation will be e-mailed to the Sponsor/Exhibitor with an accompanying invoice. The TERMS & CONDITIONS for sponsorship and exhibition are provided within the booking form link. Please note that submission of a booking form indicates acceptance of all TERMS & CONDITIONS. The booking form(s) will be held as a valid liable contract, by which both parties will be bound.

PAYMENT PLAN & CONDITIONS

All payments, including the ones from last-minute sponsors, must be finalised prior to the Congress dates. Payment conditions indicated below will be applied for all sponsorship, exhibition, advertisement and display applications.

Sponsorship and Exhibition Payments

Full Payment	100%	Upon confirmation of the sponsorship/exhibition item
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PAYMENT METHODS

Payments can be made via bank transfer or credit card. Kindly note that individual and/or corporate cheques are not accepted.

Payment via Bank Transfer:

Bank account details are as below. After the bank transfer, **proof of payment must** be sent to the Congress Organisers.

Bank Details:

ACCOUNT NAME:	WFPICCS 2024, Cancun
ACCOUNT NO (USD):	1500934-92-596
IBAN (USD):	CH25 0483 5150 0934 9259 6
BANK NAME:	Credit Suisse
BRANCH:	Genève
SWIFT CODE:	CRESCHZZ80A
ADDRESS OF THE BANK:	Rue de la Monnaie 1-3 1204 Genève Switzerland

Payment via Credit Card:

Visa and Mastercard are accepted through the online booking portal. You may finalise your payment during the booking process.

CANCELLATION POLICY

Any request for the cancellation of sponsorship and/or exhibition items must be sent to the Conference Organisers in writing. The following cancellation policy will apply:

- For cancellations until 15 December 2023 (inclusive); full payment less the bank charges will be refunded.
- For cancellations between 16 December 2023 - 15 March 2024; 50% of the total amount will be invoiced and charged as a cancellation fee, and the rest of the amount less the bank charges will be refunded.
- For cancellations on or after 16 March 2024; full sponsorship/exhibition amount will be invoiced and charged, and no refunds will be made.
- All relevant refunds will be made within 30 days after the Congress dates