**GENERAL TERMS AND CONDITIONS**

**Definitions**

These terms and conditions (these “Terms”) apply to every person registering as a participant for the Singapore LIVE 2019 Conference to be held in Singapore on 16 – 18 January 2019 (“Conference”) organised by National Heart Centre of Singapore Pte Ltd(UEN: 199801148C) (“Organiser”). By submitting his registration for the Conference (whether himself or by his proxy), the participant agrees to be bound by these Terms. Unless otherwise specified, all references to a date or deadline refer to Singapore time.

**Request for Substitution of Participants**

Requests for every substitution of participants for the Conference must be made in writing by email to the Organiser at [registration@singlivecourse.com](mailto:contact@singlivecourse.com) by28 December 2018. After this date, no such requests will be allowed.

**Cancellation Policy**

Requests for cancellation must be made in writing by email to the Organiser at [registration@singlivecourse.com](mailto:contact@singlivecourse.com) by28 December 2018.  The cancellation will not be effective until a written acknowledgement from the Organiser is received. Registration fees may be refunded as follows: (i) written cancellation received by the Organiser on or before 28 December 2018 – 50% of the registration fee will be refunded; and (ii) written cancellation received by the Organiser after 28 December 2018 – no refund. The date of receipt by the Organiser of the cancellation email will be the basis for considering refunds. Refunds will be made as soon as reasonably possible after the Conference.

No refunds will be granted if a participant fails to attend the Conference or only attends part of the Conference, or in case of cancellation of speakers, lack of space at the Conference venue or any other incidences during the Conference which are beyond the reasonable control of the Organiser.

**Changes**

The Organiser reserves the right to cancel the event or change event dates, location and programme of the Conference. The Organiser assumes no liability whatsoever if the Conference is changed, postponed, or cancelled due to unforeseen circumstances that will render the event impracticable or impossible. The participants agree that the Organiser shall not be liable for any loss or inconvenience caused as a result of any of the same.

**Cancellation of the Conference**

In the event the Conference is cancelled or postponed, the Organiser shall not be liable to any participant for any damages, costs or losses incurred, or for any inconvenience caused to any participant. Under these circumstances, the Organiser will refund the participants their registration fees that were paid in advance after deducting an administration fee of 10% of the registration fee.

**Liability and Insurance**

The Organiser is not liable for any personal accidents and/or any loss or damage to the property of participants during or arising from the Conference. It is the Participant’s sole responsibility to make his own arrangements with respect to personal insurance. The Conference fee does not include insurance.

To the fullest extent allowed by applicable law, and in consideration of the Organiser agreeing to the participant’s registration for the Conference, each participant (including his heirs, successors and assigns):-

(a) confirms that he hereby releases the Organiser and its respective directors, officers, personnel, employees and sub-contractors and officials (collectively, the “Released Persons”) from and against all claims of whatsoever nature that the participant may have against them arising from, relating to or in connection with his participation in the Conference (including for any injury, mishap, accident, death or loss/damage to property) and/or related to any cancellation or disruption of the Conference (collectively, “Claims”) and waives any and all such Claims; and

(b) agrees and undertakes to indemnify, defend and hold harmless each of the Released Persons from and against any and all losses, costs (including legal costs on a full indemnity basis), liabilities, demands, actions, claims, damage and expenses whatsoever which any of them may incur (directly or indirectly): (a) in respect of such Claims; or (b) arising from or in connection with the participant’s acts, omissions, default or negligence and/or as a result of his breach or failure to perform any of these Terms, the Rules, or any applicable laws.

**Letter of Invitation**

Individual participants requiring an official letter of invitation from the Organiser may request for one by contacting the Secretariat at [registration@singlivecourse.com](mailto:contact@singlivecourse.com). The letter of invitation is not a commitment from the Organiser to provide any kind of financial support or travel arrangement, nor does it guarantee that an entry visa will be issued by the Singapore authorities to the participant. It is the sole responsibility of the participant to ensure all applicable visa and other immigration requirements are met. All expenses in relation to the Conference, registration for the Conference and attendance at the Conference are the sole responsibility of the participant. As the Organiser will require at least 2 – 3 weeks to process each such request, a participant is encouraged to apply at least 2 months in advance should he require a letter of invitation. The Organiser reserves the right at its sole discretion to decline to issue a letter of invitation to any participant without any reason or explanation.

**Photo-Taking**

The participant consents to his photo/video being taken during the Conference for use in post-event publicity materials (including online and social media) by the Organiser.

**Undertakings**

Each participant represents, warrants and undertakes that:

(a) the participant’s personal particulars disclosed in the registration form are accurate, full and complete;

(b) the participant is at least 21 years old; and

(c) the participant shall at all times dutifully and fully abide by the Organiser’s rules and regulations and code of conduct (if any), any instructions that the Organiser may issue from time to time relating to the Conference, and all applicable laws, and any prevailing terms and conditions imposed by the Conference venue (collectively, “Rules”). A participant who violates any Rules may be denied entry to the Conference and/or asked to leave the Conference without a refund at the sole discretion of the Organiser.

**Governing Law and Jurisdiction**

These Terms shall be governed by and construed in accordance with the laws of Singapore. Any dispute arising out of or in connection with these Terms, including any question regarding their existence, validity or termination, shall be referred to and finally resolved by arbitration administered by the Singapore International Arbitration Centre (“SIAC”) in accordance with the Arbitration Rules of the Singapore International Arbitration Centre ("SIAC Rules") for the time being in force, which rules are deemed to be incorporated by reference in this clause. The seat of the arbitration shall be Singapore. The Tribunal shall consist of one (1) arbitrator to be appointed by the parties, or failing agreement by the parties, by the president of SIAC. The language of the arbitration shall be English.

**PDPA**

The participant agrees for the information submitted in this registration to be used by the Organiser in accordance with and to the fullest extent permitted by prevailing law and such policies the Organiser may have at the prevailing time.

The participant consents to the collection, use and disclosure of his data by the Organiser in accordance with the PDPA and the data protection policy found here [www.singhealth.com.sg/pdpa](http://www.singhealth.com.sg/pdpa)/.

The participant agrees to the Organiser sending him information and/or contacting him via text message, voice calls, electronic mail or other means which the Organiser may deem appropriate on its continuing medical education programmes and/or events, healthcare educational events and other related topics and events. The participant confirms and agree that the consents granted herein do not supercede or replace any other consents which the participant may have previously provided to the Organiser in respect of the participant’s personal data and are additional to any rights which the Organiser may have at law to collect, use or disclose the participant’s personal data.