

IICA Terms and Conditions for Professional Training and Development Workshops

1. Registration
 - 1.1. All delegates must register for workshops through the IICA official registration system.
 - 1.2. Registration will only be confirmed upon receipt of full payment.
 - 1.3. The IICA reserves the right to refuse registration to any individual or organization without providing a reason.
2. Payment
 - 2.1. Payment for workshops must be made in full at the time of registration.
 - 2.2. Accepted payment methods include credit card, bank transfer, and other methods as specified on the registration platform.
 - 2.3. All bank fees and money transfer costs must be prepaid by the delegate.
3. Cancellation and Substitutions
 - 3.1. Cancellations must be submitted in writing and received by the IICA at least 30 days prior to the workshop start date to be eligible for a full refund, minus a processing fee.
 - 3.2. Cancellations received less than 14 days before the workshop will not be eligible for a refund.
 - 3.3. Substitutions of delegates from the same organization are permitted at any time, provided the IICA is notified in writing.
 - 3.4. The IICA also reserves the right to move (postpone or cancel) the event / conferences, and these changes will be communicated to the attendees in a timely manner.
4. Attendance
 - 4.1. Full attendance is required for delegates to receive certification.
 - 4.2. Delegates must sign in at the beginning of each session and sign out at the end to verify attendance.
 - 4.3. The IICA reserves the right to deny certification to delegates who do not meet the attendance requirements.
5. Certification
 - 5.1. Delegates who successfully complete the workshop and meet the attendance requirements will receive a certificate of completion.
 - 5.2. Certificates will be issued electronically within 30 days of the workshop's conclusion.
 - 5.3. The IICA reserves the right to withhold certification if the delegate fails to meet any of the workshop requirements.
6. Code of Conduct
 - 6.1. Delegates are expected to always conduct themselves in a professional manner during the workshop.

6.2. Any form of harassment, discrimination, or disruptive behaviour will not be tolerated and may result in expulsion from the workshop without a refund.

7. Liability

7.1. The IICA is not responsible for any personal items lost or damaged during the workshop.

7.2. The IICA is not liable for any injuries sustained by delegates during the workshop.

8. Privacy

8.1. The IICA respects the privacy of its delegates and will handle personal information in accordance with its privacy policy.

8.2. Personal information will not be shared with third parties without the delegate's consent, except as required by law.

9. Amendments

9.1. The IICA reserves the right to amend these terms and conditions at any time.

9.2. Any changes will be communicated to delegates in a timely manner.

10. Travel, Accommodation, and Per Diem

10.1. Travel, accommodation and per diem for attending in-person or online workshops are not inclusive of the professional training workshop fees.

11. CPD Points

11.1. CPD points of candidates will be automatically updated to their profile as per the points allocated to the programme "completed" on the CPD table.

12. Dispute Resolution

12.1. Negotiation: In the event of any dispute arising out of or in connection with this Agreement, the parties shall first attempt to resolve the dispute through good faith negotiations.

12.2. Mediation: If the dispute cannot be resolved through negotiation within 30 days, the parties agree to submit the dispute to mediation, to be conducted by a mutually agreed-upon mediator.

12.3. Arbitration: If the dispute is not resolved through mediation within 30 days, the dispute shall be finally resolved by arbitration in accordance with the rules of the presiding jurisdiction/country of the Head Office of the IICA. The arbitration shall be conducted by one arbitrator(s) appointed in accordance with said rules. The place of arbitration shall be online. The language of the arbitration shall be in "English".

13. Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the presiding jurisdiction/country of the Head Office of the IICA.

14. Indemnification

- 14.1. Indemnification Each party (the "Indemnifying Party") agrees to indemnify, defend, and hold harmless the other party, its officers, directors, employees, and agents (collectively, the "Indemnified Party") from and against any and all claims, liabilities, damages, losses, and expenses (including reasonable attorney's fees and costs) arising out of or in connection with any breach by the Indemnifying Party of its obligations under this Agreement or any negligent or wrongful act or omission by the Indemnifying Party in the performance of its obligations under this Agreement.