



Booking form



Booking process

The International Hospital Federation ('IHF') is delighted to welcome you (the 'Sponsor', 'you' etc.) to Lisbon for the 46th World Hospital Congress 2023 ('WHC 2023') on 25 - 27 October 2023.

MCI UK Limited ('MCI', 'we' etc.) has been appointed by IHF to assist with the organisation of WHC 2023, including with the sale and promotion of a range of partnership and sponsorship opportunities.

To join us for this exciting event, please complete and return the Booking Form, detailing your preferred partnership options. The expression of preference in this Booking Form does not secure the selected item(s), all of which are subject to availability. You will receive an offer letter and invoice in due course. Please note that all items offered in the Booking Form are offered on a 'first come, first served' basis.

The Process

- Once you have returned the form, a member of the Congress team will be in touch
- The team will confirm details around your preference of opportunity. We will try to provide partners with their requests, however for opportunities such as symposia we will advise if there are any issues with your preference of timeslot
- A confirmation letter will be shared advising on your opportunities
- Once agreed, an invoice for your opportunities will be raised
- The Technical Manual will be shared in June 2023 detailing requirements around the fulfilment and key deadlines for further information
- The team will support you along the way ensuring that all deadlines are met and that all your queries are answered promptly

Should you wish to discuss your requirements or check the availability of any of the opportunities, please contact the Congress Secretariat, MCI, using the contact details highlighted above.

Contact Information

Email: ihfcongress@events.mci-group.com

Web: worldhospitalcongress.org

Contact Details

Please complete the required information below along with your organisation's choice of partnership opportunities. By way of completing and returning this form you are committing to the level of spend detailed in the sponsorship opportunities of the agreement.

Organization:

Department for Business and Trade

Contact Name:

Text Redacted

Address:

Telephone: (including country and area dialling code)

Email:

Company website:

Address for invoicing: (if different from the above)

PO Number: (if applicable)

Please indicate your chosen sponsorship items:

Sponsorship Opportunities

Opportunity	Price (excluding VAT)	Tick
Symposia	Text Redacted (1 hour symposium)	<input checked="" type="checkbox"/>
Welcome Reception	Text Redacted	
Mobile App	Text Redacted	
Plenary Lecture Introduction	Text Redacted	<input checked="" type="checkbox"/>
Wi-Fi Sponsorship	Text Redacted	
Venue branding package	From Text Redacted	
Networking Hub	Text Redacted	
Meeting Room	From Text Redacted	
VIP Lounge	Text Redacted	
On Demand Symposium	Text Redacted	

If you have selected a symposium, please clarify your topic choice and timing preferences.

Topic Choice:

Please add any additional details regarding your symposia:

Exhibition Opportunities

Size exhibition space	Space only rate (excluding VAT)	Tick	Shell scheme rate (excluding VAT)	Tick
54m ²	Text Redacted		N/A	
36m ²	Text Redacted	<input checked="" type="checkbox"/>	N/A	
18m ²	Text Redacted		Text Redacted	
12m ²	Text Redacted		Text Redacted	

Educational Support

Opportunity	Grant (excluding VAT)	Tick
Educational grants – support travel and registration fees for those attending from lower income countries or junior colleagues	Text Redacted	
Speaker support – travel for invited speakers from the rest of the world	Text Redacted	
Speaker support – travel for invited speakers from Europe	Text Redacted	

Additional Sponsorship Benefits

Platinum

Total spend

Text Redacted

Gold

Total spend

Text Redacted

Silver

Total spend

Text Redacted

Additional exhibitor passes	10	6	4
Additional delegate passes	8	6	4
E-shots	2	1	
Delegate lists	2	1	1
Push notifications in the event app	4	2	1
Profile in app and on website	Yes	Yes	Yes

Further Opportunities

IHF podcast series in connection with the Innovation Hub (2 podcast episodes)

Text Redacted

Text Redacted, we are pleased to offer the UK DBT the following benefits:

- Co-sponsorship and branding at the hub space
- Opportunity for a representative to join the hub steering committee as co-chair (3 virtual meetings)
- Lead and chair an innovation session on Care Outside the Hospital or similar as a 60 minute Congress parallel session
- Social media coverage, mentions on press releases/IHF newsletter/IHF website
- Co-chair of the Innovation Ignite talks session at the hub (Day 1 of WHC)
- One further podcast on innovation

Payment

All prices on the Booking Form are shown as exclusive of VAT. Payment must be received within 30 days of the invoice being issued to you, or prior to the WHC 2023 start date, whichever occurs first. Sponsors who have not paid for their items selected in their Booking Form will not be granted access to WHC 2023. All payments must be made in euros (EUR €) and the Sponsor must pay all transferring fees.

All payments must be made by bank transfer – bank transfer information will be provided within the invoice.

Please note: Full payment is required in order to secure your items selected in the Booking Form. Items will remain unsecured until full payment is made and should payment not be received within the timescales indicated, your selected items may be offered to another prospective Sponsor.

This Booking Form together with the Terms and Conditions below constitute a binding contract and become valid once the Booking Form is accepted by MCI (acting on behalf of IHF), by way of a confirmation issued to the Sponsor. Please take time to read the Terms and Conditions contained within this document.

Confirmation

Please sign and return a copy of this Booking Form to confirm your acceptance of the terms set out above and the enclosed Terms and Conditions.

Yours sincerely,

MCI UK Limited, for and on behalf of The International Hospital Federation

I confirm that I have read and agree to the terms of this Booking Form and the Terms and Conditions enclosed with it and that I am duly authorised by

to agree these terms on its behalf.

Overall total partnership and exhibition booking:

Text Redacted

Signature:

Text Redacted

Name (please print clearly):

Text Redacted

Position:

Head of Commercial

Date:

21/6/2023



Terms and Conditions

Definitions and Interpretation

In addition to the terms defined in the **Booking Form**, the following definitions apply:

Contract: the contract between IHF and the Sponsor for the products and services set out in the Booking Form above and in accordance with these Terms and Conditions.

Data Protection Legislation: To the extent the UK GDPR applies, the law of the United Kingdom or of a part of the United Kingdom which relates to the protection of Personal Data.

To the extent the EU GDPR applies, the law of the European Union or any member state of the European Union, which relates to the protection of personal data.

WHC 2023: The World Hospital Congress 2023 which is to take place from 25 - 27 October 2023.

IHF: The International Hospital Federation, a charity whose registered office is IHF Headquarter, P.A. Hôpital De Loëx, Route De Loëx 151, 1233 Bernex, Switzerland.

Intellectual Property Rights: patents, rights to inventions, copyright and related rights, trade marks, business names and domain names, rights in get-up, goodwill and the right to sue for passing off, rights in designs, database rights, rights to use, and protect the confidentiality of, confidential information (including know-how), and all other intellectual property rights, in each case whether registered or unregistered and including all applications and rights to apply for and be granted, renewals or extensions of, and rights to claim priority from, such rights and all similar or equivalent rights or forms of protection which subsist or will subsist now or in the future in any part of the world.

MCI: MCI UK Limited, a company registered in England and Wales under number 01332326 and whose registered office is at Building 1000 Western Road, Portsmouth, Hampshire, England, PO6 3EZ.

Sponsor: Any sponsor or exhibitor that chooses to participate in WHC 2023 and completes the Booking Form in accordance with these Terms and Conditions.

Venue: The premises where WHC 2023 is to take place, namely the Lisbon Congress Centre in Lisbon, Portugal.

In these Terms and Conditions: (a) the headings are included for convenience only; (b) the expressions "including", "include", "in particular", "for example" and any similar expressions shall not limit the preceding words; (c) words in the singular shall include the plural and vice versa, references to any gender shall include all genders and references to legal persons shall include natural persons and vice versa; and (d) references to any statute or statutory provision will, unless the context otherwise requires, be construed as including references to any amended and/or replacement statute or statutory provision.

MCI as Agent

MCI enters into the Contract as agent for and on behalf of IHF. Accordingly it is agreed that (i) each right or obligation of IHF in the Contract may be exercised or performed by MCI for and on behalf of IHF and (ii) MCI shall have no liability arising out of or in connection with the Contract.

Industry Prospectus

The Booking Form provides the list of World Hospital Congress partnership and exhibition opportunities available for the Sponsor to purchase, along with featured, specific inclusions and entitlements.

Acceptance of Terms

Those wishing to participate as a Sponsor unreservedly accept and undertake to comply with these Terms and Conditions. IHF reserves the right to give notice should any new provisions, circumstances or changes in the interest of IHF 2023 occur.

Payment Terms

All prices stated in the Booking Form are quoted exclusive of VAT, unless otherwise stated.

MCI will invoice Sponsors on behalf of IHF:

- All payments must be made to MCI in EUR and must be received by MCI prior to 1 September 2023. If payment is not cleared before 1 September 2023 then entry to the WHC 2023 will be denied by IHF.
- If a Sponsor pays any registration fees for invited participants, these registration fees cannot be offset against any sponsorship amount due to be paid by the Sponsor; this applies to all categories of Sponsors.
- Registration fees for individual participants must be paid separately in all cases.

Cancellation of WHC 2023

It is mutually agreed that in the event of total or partial cancellation of WHC 2023 due to fire, strike, natural disaster (either threatened or actual), government regulations or causes which would prevent its scheduled opening or continuance, this Contract will be terminated immediately, and IHF shall determine an equitable basis for the refund of a portion of the sponsorship item(s) purchased, after due consideration of expenditures and commitments already made. Under no circumstances is IHF responsible for any Sponsor's expenses (such as travel, lodging, or exhibit shipping), or any other incidental or consequential damages.

If the Sponsor cancels or breaches this Contract for any reason whatsoever, in addition to whatever rights IHF may have under applicable law, any payments made by the Sponsor under this Contract prior to the date of termination shall be retained by IHF and shall not be refunded to the Sponsor. The Sponsor shall also be liable for any payments required to be paid but not yet paid as at the date of cancellation or breach of this Contract.



If an in-person WHC 2023 is not possible due to the reasons detailed in the above paragraph IHF will advise Sponsors of options around potential sponsorship opportunities for a fully online event.

Cancellation Policy

Cancellations and changes to the Sponsor's original booking must be made in writing to MCI. For cancellations made:

- By 25 April 2023, 50% of the total cost will be retained
- By 25 May 2023, 75% of the total cost will be retained
- By 25 July 2023, 100% of the total cost will be retained

Sponsor's Obligations

The Sponsor shall ensure that the terms of the Booking Form are complete and accurate and

shall co-operate with MCI and IHF in all matters relating to WHC 2023.

Force Majeure

IHF shall not be in breach of this Contract, nor liable for any failure or delay in performance of any of its obligations under this Contract arising from or attributable to any act, event, omission or accident beyond the reasonable control of the affected party ('**Force Majeure Event**').

If, by reason of a Force Majeure Event, IHF anticipates that it will be prevented or hindered from delivering WHC 2023 as planned, then IHF shall promptly inform Sponsors of the occurrence of such Force Majeure Event.

Unscheduled Meetings and Events

During WHC 2023, no Sponsor, or anyone associated with the Sponsor, may organise, attend or favour meetings, gatherings or any other events, relating to the topics covered by WHC 2023, which shall not have been reported to, and approved by IHF beforehand.

Staffing of Stands

Sponsors will be required to ensure that their stands are staffed during the opening hours of the exhibition and must not dismantle their stands before the published closing time.

Exhibition Stand and Technical Information

To ensure that the Sponsor is able to install and display your stand to the satisfaction of all parties involved, please forward the following information to MCI for official approval:

- Name and contact details of the person in charge of the Sponsor exhibition stand
- A member of the Sponsor's organisation who will be at the venue to receive any deliveries or collections. MCI cannot accept deliveries on Sponsors behalf.
- A confirmed time for when the Sponsor will be setting up.

The deadline to receive the information above is Friday 25 August 2023.

Disclaimer

IHF does not, in any manner, endorse any of the products or services related to the exhibitions which have been accepted for display during the meeting.

IHF Logo

Sponsors are not permitted to use the IHF logo without prior agreement. If a Sponsor plans to use the IHF logo for promotional purposes, the Sponsor must obtain permission from IHF before using the logo.

Security and Insurance

IHF will not be held responsible for any loss or damage to the Sponsor's goods and Sponsors are reminded that they should arrange appropriate insurance covering such risks as well as any/all loss/damage caused to third parties for which it is liable (including any caused by permanent or temporary staff). The policy shall include a 'rental risks' clause to cover loss, theft, damage to all/any equipment that it is the custodian of. The Sponsor shall provide copies of such policies upon request.

Health and Safety at Work Regulations

It is the responsibility of the Sponsor to ensure that all displays and exhibits and all of its contractors and personnel comply with all applicable laws and guidance, including Health and Safety at Work regulations.

Damage

Sponsors shall leave the area where they are to exhibit in the same good condition that it was found in and will be liable for any damage caused as a result of their facilities and decoration. This also applies to any hired equipment supplied by MCI or the Venue.

Distribution of Materials

Any advertising materials, corporate leaflets, invitations or flyers may only be distributed from the Sponsor's stand. Please seek approval from IHF prior to handing out any consumable products including hot beverages.

Intellectual Property

Unless otherwise provided for in writing, all Intellectual Property Rights held over IHF's offers, publications and other products or services or otherwise arising in respect of WHC 2023 shall remain the property of IHF (or its licensors). Any rights which may be granted by IHF are limited to the participant's sole use and may not be assigned, transferred or granted under sub-licences without IHF's prior agreement. Any granted rights shall be non-exclusive. The Sponsor shall not acquire any Intellectual Property Rights over the products or services offered by IHF or otherwise arising in respect of WHC 2023.



Trademarks and Logos

The Sponsor shall be responsible for obtaining any required authorisations relating to Intellectual Property Rights in any materials which it provides or uses during the event. The Sponsor shall indemnify IHF and MCI against any claims that the use of any content or materials provided by the Supplier in connection with WHC 2023 infringes any third party Intellectual Property Rights. Moreover, the Sponsor hereby expressly authorises IHF to use the candidate's trademarks and logos in connection with WHC 2023 for its organisation and promotion.

Data Protection

In accordance with the Data Protection Legislation, MCI will process the Sponsor's personal data for the purposes of:

- (i) managing and organising the event, in particular the management of the Sponsor's stand;
- (ii) managing and organising prospecting and loyalty;
- (iii) enabling the Sponsor to benefit from IHF's services; and
- (iv) enabling the Sponsor to receive IHF's news.

The legal basis for the execution of the contract: the information IHF collects is necessary for the implementation of the contract to which the Sponsor has adhered, failing which the contract cannot be executed.

The Sponsor's data is retained for the time necessary for processing purposes, namely 5 years from the end of the business relationship.

For processing purposes, the data of the Sponsor - or transmitted by the Sponsor - will be transmitted to the following recipients: management service providers of IHF's Customer Relationship Manager, service providers in charge of management, event service providers (reception service providers, security, printing, etc.).

The data necessary for MCI to fulfil the purposes described above are those appearing on the Booking Form. In accordance with the Data Protection Legislation, the Sponsor benefits from a right of access, rectification, limitation, deletion and portability of their data.

The Sponsor may also object to the processing of their personal data concerning them and lodge a complaint with the relevant data protection and control authority. The Sponsor may exercise their rights by sending a request to the following address - **Text Redacted** or by contacting their Data Protection Officer (DPO) - **Text Redacted**

In any event, the Sponsor acknowledges compliance with the Data Protection Legislation for its own processing. In case of communication to MCI by the Sponsor of a personal data file, the Sponsor acknowledges having informed and obtained the consent of the person(s) concerned by this communication.

All personal data (as defined by the Data Protection Legislation) shall be processed in accordance with the relevant privacy notice issued by IHF from time to time.

Limitation of Liability

The WHC 2023 meeting online platform (the '**Platform**'), that will contain relevant information for both the online and in-person participants, is delivered over the internet and, accordingly, is subject to limitations, delays, and other problems inherent in the use of the internet and electronic communications. IHF shall not be responsible for any delays, delivery failures, viruses, hacker intrusions or other damage resulting from such problems.

IHF makes no representation, warranty, or guarantee as to the reliability, timeliness, quality, suitability, truth, availability, accuracy or completeness of the Platform. IHF does not represent or warrant that:

- (a) the use of the Platform will be secure, uninterrupted or error free; or
- (b) the Platform or the servers that make the services available are free of viruses or other harmful components. All conditions, representations and warranties, whether express, implied, statutory or otherwise, including, without limitation, any implied warranty of merchantability, or fitness for a particular purpose, are hereby excluded by IHF to the maximum extent permitted by law.

To the fullest extent permitted by the applicable law, IHF excludes:

- (a) all liability for loss, injury or damage to persons or property at WHC 2023;
- (b) all warranties, representations, terms and conditions (whether express or implied) other than the express terms of the Contract; and
- (c) any actual or alleged indirect loss or consequential loss howsoever arising suffered by the Sponsor, or any loss of profits, anticipated profits, savings, loss of business revenue, loss of business, loss of opportunity, loss of goodwill, or any other type of economic loss (whether direct or indirect). If IHF is liable to the Sponsor for any reason, IHF's total liability under this Contract or otherwise in relation to WHC 2023 is limited to an amount equal to 100% of the fees received by IHF under this Contract.

This clause concerning liability shall survive termination of the Contract.



Termination

Without affecting any other right or remedy available to it, IHF may terminate the Contract with immediate effect by giving written notice to the other party if:

- (a) the Sponsor commits a material breach of any term of the Contract;
- (b) the Sponsor takes any step or action in connection with its entering administration, provisional liquidation or any composition or arrangement with its creditors (other than in relation to a solvent restructuring), applying to court for or obtaining a moratorium under Part A1 of the Insolvency Act 1986, being wound up (whether voluntarily or by order of the court, unless for the purpose of a solvent restructuring), having a receiver appointed to any of its assets or ceasing to carry on business;
- (c) the Sponsor suspends, or threatens to suspend, or ceases or threatens to cease to carry on all or a substantial part of its business; or
- (d) the Sponsor's financial position deteriorates to such an extent that in the terminating party's opinion the other party's capability to adequately fulfil its obligations under the Contract has been placed in jeopardy.

Without affecting any other right or remedy available to it, IHF may terminate the Contract with immediate effect by giving written notice to the Sponsor if:

- (a) the Sponsor fails to pay any amount due under the Contract on the due date for payment; or
- (b) there is a change of control of the Sponsor.

Consequences of Termination

On termination or expiry of the Contract the Sponsor shall immediately pay to MCI (on behalf of IHF) all of IHF's outstanding fees due under this Contract.

Termination or expiry of the Contract shall not affect any rights, remedies, obligations or liabilities of the parties that have accrued up to the date of termination, including the right to claim damages in respect of any breach of the Contract which existed at or before the date of termination.

Any provision of the Contract that expressly or by implication is intended to come into or continue in force on or after termination of the Contract shall remain in full force and effect.

Assignment and other dealings

IHF may at any time assign, mortgage, charge, subcontract, delegate, declare a trust over or deal in any other manner with any or all of its rights and obligations under the Contract.

The Sponsor shall not assign, transfer, mortgage, charge, subcontract, delegate, declare a trust over or deal in any other manner with any of its rights and obligations under the Contract.

Entire agreement

The Contract constitutes the entire agreement between the parties and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between them, whether written or oral, relating to its subject matter.

Each party acknowledges that in entering into the Contract it does not rely on, and shall have no remedies in respect of any statement, representation, assurance or warranty (whether made innocently or negligently) that is not set out in the Contract. Each party agrees that it shall have no claim for innocent or negligent misrepresentation or negligent misstatement based on any statement in the Contract.

Variation

Except as set out in these Terms and Conditions, no variation of the Contract shall be effective unless it is in writing and signed by the parties (or their authorised representatives).

Waiver

A waiver of any right or remedy under the Contract or by law is only effective if given in writing and shall not be deemed a waiver of any subsequent right or remedy. A failure or delay by a party to exercise any right or remedy provided under the Contract or by law shall not constitute a waiver of that or any other right or remedy, nor shall it prevent or restrict any further exercise of that or any other right or remedy. No single or partial exercise of any right or remedy provided under the Contract or by law shall prevent or restrict the further exercise of that or any other right or remedy.

Severance

If any provision or part-provision of the Contract is or becomes invalid, illegal or unenforceable, it shall be deemed deleted, but that shall not affect the validity and enforceability of the rest of this agreement. If any provision or part-provision of this Contract deleted under this clause the parties shall negotiate in good faith to agree a replacement provision that, to the greatest extent possible, achieves the intended commercial result of the original provision.

Third party rights

Unless it expressly states otherwise, the Contract does not give rise to any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of the Contract.

Governing law

The Contract, and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation shall be governed by, and construed in accordance with the law of England and Wales.

Jurisdiction

Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with the Contract or its subject matter or formation.