



ICLEI World Congress 2024

General Terms and Conditions

18 - 21 June 2024 | São Paulo, Brazil

Participants wishing to attend the ICLEI World Congress 2024 to be held on 18-21 June 2024 in São Paulo, Brazil, must register at <https://worldcongress.iclei.org/> through the registration system managed by ICLEI – Local Governments for Sustainability e.V (hereinafter referred to as “ICLEI”).

Please note that these Terms and Conditions may be subject to change without notice.

1. Registration

- 1.1. All data entered in the registration form on behalf of a participant is processed under the assumption that the individual’s consent to submit their information was obtained.
- 1.2. ICLEI and the City of São Paulo retain the right to refuse any registrations.
- 1.3. Participants are responsible to comply with any access requirements and security measures put in place at the event venue.
- 1.4. In person attendance include: admission to the full four days of the event with access to the venue on 18-21 June, access to the congress material and the event app.
- 1.5. Registration for virtual attendance include: access to any live streams of the event, access to the digital congress material and the event app.

2. Cancellations and substitutions

- 2.1. Requests for cancellation of registration must be sent to the following email address: world.congress@iclei.org.
- 2.2. If participants cannot attend the congress, the registration is transferable to another member of their organization. Substitution must be received in writing from the actual registrant. Please note that the modification will need to be approved by the congress organizers.
- 2.3. Changes will become effective on the date of written acknowledgement from the organizers being received.

3. Visa support letter for ICLEI Members

- 3.1. Please note that the issue of an official visa support letter is a special service



- provided to ICLEI Members.
- 3.2. ICLEI Members may request an official visa support letter through the registration form by filling out all necessary personal information.
 - 3.3. Submitting a request for a visa support letter through the registration form does not automatically grant participants the right to receive a visa support letter. The visa support letter will only be issued after the registration is complete, i.e. when we send you a confirmation email for your registration.
 - 3.4. ICLEI and the City of São Paulo retain the right to refuse to issue visa support letters and participants shall be held liable for any violation of law based on misrepresentations, fraud or inaccuracies communicated to unlawfully receive a visa support letter to enter Brazil.
 - 3.5. ICLEI and the City of São Paulo do not make any guarantee or warranty of any kind that participants who receive a visa support letter shall receive a visa to enter Brazil.
 - 3.6. Participants agree to indemnify ICLEI and the City of São Paulo for any losses or damages related to the visa procedure. ICLEI and the City of São Paulo shall not be held liable by any participant for the failure to receive a visa for entry into Brazil.
4. Privacy and data protection
- 4.1. All personal information is protected under the provision of German Federal Data Protection Act (Bundesdatenschutzgesetz – "BDSG").
 - 4.2. For the purpose of this event, ICLEI and the City of São Paulo are joint data controllers and data processors.
 - 4.3. The data entered in the registration form will be used only for event related purposes including:
 - 4.3.1. Communication directly related to the ICLEI World Congress 2024 and related events
 - 4.3.2. Arranging congress logistics, login, payments etc.
 - 4.3.3. Preparation of the official letters and documents (e.g. visa support letters).
 - 4.4. The data provided might be shared with selected partners, affiliates, and/or third parties (e.g. travel agency / hotel / venue and industry for invitation or organizational purposes of the ICLEI World Congress 2024 and related events). Participants may instruct the organizers at any time not to share their information with such partners, affiliates, and/or third parties by contacting the organizers at world.congress@iclei.org.
 - 4.5. Official ID information obtained through the registration form will be stored and



- may be shared for the sole purpose of assisting participants with access to the event.
- 4.6. During their participation at the congress, participants allow the organizers to film, record, photograph, use, and distribute (royalty-free) their image in all forms and in all media, including but not limited to, photographs, electronic reproductions, image, video and audio file transfer, distribution over the Web and any other uses over the Internet or other legal uses by the organizers. If participants do not wish those photos or videos of them to be made public on ICLEI websites or social media platforms, please inform the organizers by sending an email to world.congress@iclei.org. Participants can withdraw their consent at any time.
 - 4.7. By accepting these Terms and Conditions participants agree to have their names included in participants list(s) and in ICLEI's contacts database.
 - 4.8. By ticking the box "I have read and accept ICLEI's privacy policy" in the registration form, participants agree that their information will be stored in accordance with the ICLEI's privacy policy (available in [EN](#), [ES](#) and [PT](#)).
5. Intellectual property
 - 5.1. All information, descriptions, photos, articles and abstracts which can be found on the ICLEI World Congress 2024 website or are exposed during the ICLEI World Congress 2024 are ICLEI's property or are copyrighted materials belonging to the congress speakers.
6. Use of trademarks
 - 6.1. Participants do not have the right to use the ICLEI logo, the ICLEI World Congress 2024 logo, or any related logo.
 - 6.2. All trademarks, names, logos and service marks (collectively "trademarks") displayed on the ICLEI World Congress 2024 website or during the event are registered and unregistered trademarks of ICLEI and its partners. Nothing contained on this website, participant registration, should be understood as granting any license or right to use any trademark without the prior written permission of ICLEI or its respective partners, as relevant.
7. Citations
 - 7.1. For citation purposes, reference shall be made to ICLEI World Congress 2024 as the data source and indicate the date of citation on any publication.
 - 7.2. Any identification of ICLEI as the source of data shall include the following disclaimer: "ICLEI bears no responsibility for the integrity or accuracy of data provided, in particular due, but not limited, to any deletion, manipulation, or reformatting of data that may have occurred beyond its control."



8. Warranties

8.1. ICLEI makes no warranties, representations, statements or guarantees (whether expressed, implied in law or residual) regarding any information provided by the congress contributors. Errors or omissions are the responsibility of the contributors.

8.2. External links may be provided for participants' convenience on the website but are beyond the control of the website owner and no representation is made as to their content, for use at their own risk.

9. Congress Code of Conduct

9.1. The Congress Code of Conduct applies equally for all attendees, speakers, exhibitors, volunteers and any other persons attending or involved in any capacity in the event. We expect all persons to comply with these rules at physical and virtual conference and workshop venues, including the mobile workshops, and any conference-related social events.

9.2. By ticking the box "I agree to comply with the Congress Code of Conduct" in the registration form, participants agree to do their part in making the ICLEI World Congress 2024 a safe event for all persons involved, and acknowledge that violations of the Congress Code of Conduct may result in sanctions or expulsion from the event.

10. Disclaimer of liability

Participants are encouraged to purchase insurance to cover loss incurred in the event of cancellation. Neither ICLEI nor the City of São Paulo can be held liable for any hindrance or disruption of the ICLEI World Congress 2024 proceedings arising from natural, political, social or economic events or other unforeseen incidents beyond its control (force majeure). Registration of a participant implies acceptance of this condition.

11. Settlement of disputes

Any dispute, controversy or claim arising out of or relating to the Agreement, or the breach, termination or invalidity thereof, that cannot be resolved by negotiation shall be addressed at the district court of the City of Bonn, Germany.