

# WORLD DESIGN ASSEMBLY TERMS & CONDITIONS

# 1. INTRODUCTION

Each registered individual should read the terms and conditions below before completing the online registration process. After completing the online registration and submitting the form, it will be understood that the registered individuals have read, understood and agreed to all the content of this document.

World Design Organization (WDO)<sup>®</sup> reserves the right to amend these terms and conditions at any time and without prior notice.

The latest version of these terms and conditions is posted both in the online registration system and in the members' area of the WDO website [wdo.org/login](https://wdo.org/login).

## Definitions

The following definitions are established for the purpose of this document only:

- The 33rd World Design Assembly<sup>®</sup>, hereafter referred to as 'the Event' will be held on 27-29 October 2023;
- The coordinator of the Event is the World Design Organization, hereafter referred to as 'WDO';
- The Event will be held in Tokyo (Japan), hereafter referred to as 'the Host Country';
- Member organizations are entitled to representation at the World Design Assembly by up to two (2) individuals, hereafter referred to as 'Delegates'. Each member has one (1) vote, with the exception of Associate Members, in accordance with the WDO Constitution and Bylaws;
- In addition to the two Delegates, each member is encouraged to host one (1) young professional at the Assembly. Aged 18 to 35, Young Professionals are invited to attend as Observers;
- Collectively, observers and individuals representing member organizations are referred to here as 'Attendees'.

These terms and conditions shall be governed and interpreted in accordance with the laws of Canada – the country of domicile of the headquarters of WDO.

# 2. PARTICIPANT OBLIGATIONS

## Registration

Delegates may access their online registration account using the link provided to their Official Contact to register, amend or cancel their registration, including substitution of attending Delegates, from the launch date of the registration site six (6) months prior to the Event, until 30 September 2023, after which time all amendments and/or cancellations must be communicated directly to the Secretariat by email to [assembly@wdo.org](mailto:assembly@wdo.org)

## Travel & accommodation

Travel and accommodation costs and arrangements are the responsibility of Delegates and Attendees.

WDO recommends Delegates and Attendees purchase adequate personal health and travel insurance for the duration of their trip.

Delegates and Attendees with food and other allergies, or particular dietary requirements, are advised to include this information as part of their registration details and pay special attention to the ingredients of meals.

## **Entry to Host Country**

Delegates and Attendees registered for the Event are not automatically granted entry to the Host Country.

Delegates and Attendees are responsible for having a valid passport and if required, to apply for and obtain a valid visitor's visa for entry into the Host Country for the duration of the Event.

Delegates and Attendees are strongly advised to check the relevant visa requirements with the government of the Host Country in advance of their dates of travel. For information on visa requirements for the Host Country, visit:  
[https://www.mofa.go.jp/p\\_pd/ipr/page7e\\_900126.html](https://www.mofa.go.jp/p_pd/ipr/page7e_900126.html)

The government of the Host Country holds the right to deny entry to Delegates and Attendees who do not meet the requirements of entry, or are prohibited from entering the Host Country in accordance with its laws and regulations.

## **COVID-19 Protocols**

Delegates are advised to review the Host Country's COVID-19 protocols prior to their expected travel. Please be aware that proof of vaccination against COVID-19 and/or a negative PCR test result remain mandatory to enter to the Host Country. Delegates who are unsure of their eligibility should contact the nearest Japanese embassy or consulate for additional information. For more details, please visit  
[https://www.mofa.go.jp/ca/fna/page4e\\_001053.html](https://www.mofa.go.jp/ca/fna/page4e_001053.html)

## **Preparation & professional conduct**

WDO will deliver communications of good intentions to the registered Delegates and Attendees relating to the registration process, agenda and proceedings, and logistics.

Delegates and Attendees are expected to read all communications regarding the Event issued by WDO and respond in accordance with the deadlines stated.

Delegates are expected to be familiar with and abide by the regulations in the WDO Constitution and By-laws that govern their participation in the Event.

Delegates are responsible for ensuring that all membership fees are paid in full prior to making arrangements to attend the Event. WDO will refuse entry to Delegates who represent a member organization whose membership fees are not paid in full prior to the Event.

# **3. WDO'S OBLIGATIONS**

## **Confidentiality**

When Delegates and Attendees enter personal information into the online registration form, WDO will retain this information for event operational requirements only and will not share this information with any third party.

## **Cancellation and postponement**

WDO reserves the right at any time, in accordance with the WDO Constitution and By-laws, to cancel or postpone the Event, to change the venue and/or timelines, to make changes or amendments to the published programme, and to withdraw the invitation issued to attend the Event.

## **Admittance**

Registration for the Event does not guarantee entry. Specifically:

- a) Any Delegate who represents a member organization that is not in good standing with WDO will be refused entry to the Event, in accordance with the WDO Constitution and By-laws;
- b) Any individual who has not registered online for the Event will be required to register onsite prior to admittance. Admittance, however, will be based on space availability within the venue;
- c) Any Delegate or Attendee who in WDO's judgement is found to be unmanageable or a danger to the safety and participation of other attendees will be refused entry to the Event.

In the event that an individual is refused entry for any of the above reasons, no compensation will be given by WDO.

## **Liability**

Neither WDO, nor the Host, nor their partners and/or sponsors, shall be responsible for:

- a) Loss of, or damage to, property belonging to, or travelling with, Delegates or Attendees;
- b) Financial losses, or additional expenses, of any kind;
- c) Personal injury or death of any Delegates or Attendees arising from the Event, which includes transportation and associated events and tours.

## **Other conditions**

By accepting these terms and conditions, Delegates hereby give their individual permission to have photos and video recordings taken of them and for those images and recordings to be used for promotional purposes by WDO to aid its activities and to document the Event.

These images and recordings may be used in different ways that may include, but will not be limited to, publication in media, social networks and other associated websites to the Event.

## **Questions or additional information**

If you have any questions regarding this declaration, please contact Dorothee Bolade, Community Engagement Officer at the Secretariat.

World Design Organization (WDO)<sup>®</sup>  
455 St-Antoine West, Suite SS10  
Montreal, Quebec  
Canada H2Z 1J1  
e: [assembly@wdo.org](mailto:assembly@wdo.org)