



TERMS AND CONDITIONS

The **Asian Pacific Digestive Week 2025** is also known as **APDW 2025**.

The congress will be hosted from **18 November to 22 November 2025** at **Suntec, Singapore**.

These Terms and Conditions extend to the social functions hosted by APDW and MCI during the congress.

Registration/Payment

Registration

- Early Bird Registrations will be accepted until **Monday 25 August** at midnight SGT (GMT +8).
 - All Early Bird Registrations that remain unpaid on Monday 1 September will be upgraded to the standard rate.
- Standard registrations will be accepted until **Friday 17 October** at midnight SGT (GMT +8).
 - All registrations that remain unpaid on Friday 24 October will be upgraded to the Late rate.
- As of **Saturday 18 October**, the Late rate applies for all new registrations.

Payment Conditions

- All payments are to be made in USD. Please indicate the event “APDW 2025”, the participant’s name, and the invoice number on all payments.
- Payment is due on receipt of the invoice. If payment is not provided on time, your registration may be cancelled.
- Full payment of all items is requested when registering (by credit card or by bank transfer).
- From **16 October 2025**, only payments by credit card will be accepted.
- All costs are to be borne by the ordering customer. Please note that payments made by bank transfer could be subject to fees payable to your local bank.
- Payment by personal cheque is not accepted.



Goods and Service Tax (GST)

Registration fees include 9% GST. Tax invoices issued will indicate the total tax included in the transaction.

Methods of payment

- Credit card: only MasterCard and Visa are accepted. All online card payments are subject to a 3.1% processing fee.
- Bank transfer – please make your payment to:

Gastroenterology Society of Singapore (GESS)
2 College Road, Singapore 169850

Account Name: GASTROENTEROLOGICAL SOCIETY OF SINGAPORE – APDW
Account Number: 762-901-820-8
Bank Name: United Overseas Bank
Bank Address: 80 Raffles Place, UOB Plaza 1, Singapore 048624
SWIFT Code: UOVBSGSG
Bank Code: 7375
Branch Code: 001

Any bank fees associated with the transfer are the responsibility of the customer.

Registration Modifications and Cancellation Conditions

Cancellation Policy

- All delegate cancellations must be received in writing and sent to the APDW Congress Managers at info@apdw2025singapore.com.
- Cancellations made on or before **23 September 2025** will receive a full refund less USD 80 for administrative costs.
- Cancellations after 23 September 2025 will receive no refund.
- Refunds will be processed after the event according to your payment method.

Transfer of registration

As an alternative to cancellation, your registration may be transferred to another member of your organisation. Registration transfers must be sent in writing to the APDW Congress Managers at info@apdw2025singapore.com.

A handling fee of USD 40 per registration will be charged for every registration modification received after **7 October 2025**.



Postponed Event policy

In the event the annual congress is postponed, existing paid registrations will automatically be transferred to the new congress dates. For existing paid registrations, you will receive a communication confirming the successful transfer of your registration. If you do not wish to proceed, notification in writing will be required no more than 30 days from the announcement date to receive a 100% refund. After this date, the standard cancellation policy will be applied.

Cancelled Event Policy

A 100% refund is applicable in the event of congress cancellation (excluding fees and bank charges).

Force Majeure

APDW 2025, the hotels, and MCI Australia are not responsible for either the partial or total non- execution of the contract in the event of technology failure, accident, an act caused by a third party, such as Acts of God including, without limitation, credible threats of natural disaster in the geographic vicinity, war, curtailment or interruption of transportation facilities, threats or acts of terrorism or similar acts, governmental travel advisory, a governmental elevation of the terrorism alert level, civil disturbance, the issue of a Travel Warning by the World Health Organization or any other cause comparable events or disaster beyond the parties' control which prevents the platform from accommodating the clients of MCI Australia for the event or if for the same reasons the event is cancelled by MCI Australia.

Social Functions

- APDW 2025 reserves the right to cancel or vary social functions if minimum numbers are not reached.
- Due to catering commitments, we cannot refund social functions and additional ticket cancellations less than 60 days prior to the event.

Accommodation and travel

- Please refer to the hotel's individual cancellation policy to ensure you are aware of cancellation penalties that may be applicable at your chosen hotel. Accommodation cannot be confirmed without a valid credit card.
- Please refer to the hotel's individual payment policy as this may vary for when payment is due.
- Cancellations in whole or part may incur a penalty at the hotel's discretion.



Closure of a hotel

- Should hotels promoted by APDW 2025 close prior to the congress, MCI Australia (congress managers) will assist to seek any pre-payment made by a delegate direct to the hotel and offer alternative options to the delegate. As the contract is directly between the hotel and the delegate, no guarantee can be provided by MCI Australia for any compensation. MCI will not be financially liable for any financial loss.
- When booking a hotel, be aware of the terms and conditions of the hotel you are entering into an agreement with.

Restrictions on travel

MCI Australia recommends ensuring travel to Singapore is permitted. In the event Domestic or International restrictions apply, MCI Australia will not cover any expenses related to restrictions to travel to Singapore during the APDW 2025.

Insurance and Liability

It is recommended that participants obtain adequate coverage for travel, health, and accident insurance before they depart for the congress. MCI Australia, APDW 2025, Suntec Singapore, and any congress hotels cannot accept responsibility for personal injuries, or loss of, or damage to, private property belonging to the congress participants and accompanying persons.

Data Privacy Policy

For further information on how your data will be used, we invite you to carefully read the Data Protection and Privacy Policy: <https://www.mci-group.com/privacy-statement>

Privacy Statement

- The provided name and contact information, including electronic address, may be used by parties directly related to the event such as the congress managers and approved stakeholders, for relevant purposes such as promotion, networking, and administration of this, and future events of this type. If you do not consent, please email info@apdw2025singapore.com.
- In addition, your name, organisation, and country/state of origin may be published on the delegate list which may be provided to delegates, exhibitors, and sponsors at the congress. If you do not wish your details to be included in this list, please email info@apdw2025singapore.com.

Email Communication

- By providing your email address, you consent to be contacted by this method in relation to this event and future events of this type.



- If you do not wish your details to be used for any of the above purposes, please email info@apdw2025singapore.com.

Release and waiver of liability

- APDW and MCI Australia are not responsible for either the partial or total non-execution of the contract in the event of a technical fault, accident, natural disaster (either threatened or actual), in war, curtailment or interruption of transportation facilities, threats or acts of terrorism, governmental travel or terrorism advisory, Strikes, Lockout, civil disturbance, the issue of a Travel Warning by the World Health Organization or any other cause beyond the parties' control which prevents access to the platform for the event, or if for the same reasons the event is cancelled by MCI Australia.
- The Congress Managers may at their entire discretion repay the delegate fee paid by the participant, or part thereof, but shall be under no obligation to repay the whole or part of such delegate fee, and shall be under no liability to the participant in respect of any actions, claims, losses (including consequential losses), costs or expenses whatsoever which may be brought against or suffered or incurred by the participant, as the result of the happening of any such event.

Photography/Videography disclosure

As a registered participant, you agree to grant permission for APDW and MCI Australia to use your likeness in a photograph or video in any and all of its publications and presentations, including website entries, without payment or any other consideration; to authorize APDW and MCI Australia to edit, alter, copy, exhibit, publish or distribute the photograph or video for purposes of publicizing APDW programs or for any other lawful purpose; to waive the right to inspect or approve the finished product, including written or electronic copy, wherein your likeness appears, that these materials will become the property of APDW and MCI Australia

Acceptable attendee behaviour

- The Asian Pacific Digestive Week 2025 aims to create a professional and respectful environment for all attendees. Therefore, it is expected that all delegates behave in a professional and respectful manner towards other attendees, presenters, and Congress Managers.
- This includes communicating in a respectful and appropriate manner, complying with event rules and regulations, respecting intellectual property, avoiding disruptive behavior, and respecting confidentiality.
- Any delegate who violates these expectations may be asked to leave the event without a refund