



Participants' Terms & Conditions

1. DEFINITIONS

These Terms & Conditions apply to every person attending in person ("Participant") the ICA CCR Global Research Conference in Montreal, Canada, from 8 to 11 July 2025 (hereafter referred to as "the Conference"), organized by the Institut international des coopératives Alphonse-et-Dorimène Desjardins ("IICADD") of HEC Montreal, in partnership with ACE and CASC (hereafter referred to as "the Conference organizers"). As part of the Conference, the Conference organizers are also offering a one-day workshop for young and emerging scholars (referred to as "YES") on 7 July 2025.

2. REGISTRATION FEES

The regular registration fee is CAD 485. Early bird registration fee, available until 23:59 (Montreal time) on March 15, 2025, is CAD 405. Researchers who have never published on PortailCoop, the world's largest digital library on cooperatives, are eligible to receive a 20% discount on either the early bird or the regular registration fee, if they publish their work on PortailCoop. To benefit from this opportunity, participants must follow the procedure detailed on the website at www.icaccr2025.org/logistics. Participants who meet the criteria for a PortailCoop discount will receive a discount code, which they will need for registration.

The regular registration fee for Students is CAD 140. To be eligible for this fee, students must submit a current proof of affiliation with a research unit or university. Eligible students will receive a discount code which they will need when they register. The student registration fee will also apply to participants who reside in countries identified by the [Office of the High Representative for the Least Developed Countries](#) (LDC). Participants who meet the criteria for a LDC discount are invited to contact info@icaccr2025.org to submit the necessary documentation to receive the discount code for registration.

The Conference is not open to accompanying spouses or partners. Should an accompanying spouse or partner wish to attend any sessions of the Conference, they will need to register and pay the full required fees as a participant. Accompanying spouses or partners wishing to participate in extra conference-related activities (Conference

Banquet, cooperative tours, cocktail evening or any other activity) can register and pay for their participation as an accompanying person (select "Accompanying person" in the registration form).

All participants should register online at: https://registration_ICACCR_2025.eventbrite.ca

3. REGISTRATION INSTRUCTIONS & TERMS

The registration fee for participants includes the entrance fee for the plenary and parallel sessions on the programme, processing of registration, lunches, coffee breaks, and a welcome cocktail.

Only fully completed registration forms will be accepted. Upon receipt of your completed registration and payment in full, your registration will be confirmed by email, and you will also receive a receipt for your transaction.

For any questions regarding registration, please contact info@icaccr2025.org. Submission of the online registration form is regarded as a firm booking and acceptance of these terms and conditions.

The registration fee does not include accommodation, transport, Conference Banquet on July 10, 2025, or any other incidental costs. The Conference fees do not include insurance; participants are therefore requested to make their own arrangements for health and travel insurance.

Session attendance is on a first come first serve basis. The Conference organizers cannot guarantee available space in every session. If the maximum participant capacity is reached, the Conference organizers reserve the right to refuse additional participants.

By registering to the Conference, participants agree that the Conference organizers do not assume any liability whatsoever.

4. FINANCIAL SUPPORT

Students can benefit from limited financial support. More information is available on the Conference website at <https://icaccr2025.org/young-scholar>.

5. REGISTRATION CONFIRMATION/RECEIPT

A registration confirmation will be sent by email once the online registration and the related payment have been received. The Conference organizers may request participants to present this registration confirmation at the registration counter as proof of their registration and payment.

6. METHODS OF PAYMENT

Registration fees are payable by credit card online, via the secure site of our online payment provider (Eventbrite). Payments should be made in Canadian dollars (CAD) only by credit card and no later than June 20, 2025. After your payment, your registration will be validated, and a final invoice will be sent via email once we receive confirmation of your payment.

Please note that participants whose payment has not been received by June 20, 2025, at 23h59 Montréal time, will be refused entrance. Payment on site will not be possible. Should credit card payment be an issue, please contact info@icaccr2025.org.

7. SUBSTITUTION OF PARTICIPANTS

If you are unable to attend the Conference after registering, we welcome substitute participants attending in your place at no extra charge, provided that we have at least eight days prior notice of the name of your proposed substitute and have received payment in full. To change participants' name, please advise first info@icaccr2025.org.

A new registration form for the substitute participant should NOT be submitted. Registrants will be able to amend their registration themselves online in the registration portal at the link provided when you register. Name changes will not be accepted online after June 20, 2025.

When registering a substitute participant:

- Any changes which incur a fee must be paid in order for the substitute participant to attend the Conference.
- All additional activities organized in conjunction with the Conference (such as cooperative visits, the Conference Banquet, etc.) will automatically be transferred to substitute participants, and no refunds will be issued for activities that have already been paid for.
- Please ensure visa requirements for substitute participants have been met.

8. CANCELLATION POLICY

Refund requests must be submitted by **May 29, 2025, at 23h59 Montréal time**. Refunds for Conference fees and catering will be issued minus a 16% processing charge. No cancellation will be accepted on or after **May 30, 2025**.

Membership dues to Partner Organizations (ex. CASC) are non-refundable.

Please submit all refund requests at info@icaccr2025.org. You will be asked to provide an explanation for the cancellation request for statistical purposes. All refund requests must have all relevant information regarding the credit card to which a possible refund may be remitted.

In the case of overpayment, refund requests must also be sent by email to info@icaccr2025.org. The email receipt date will be the basis for issuing refunds.

Note that hotels will have their own cancellation policies. No refunds will be granted for unattended events or early termination of attendance, in case of cancellation of speakers, lack of space in the Conference room or any other incidents during the Conference, which are beyond the control of the Conference organizers.

9. CANCELLATION OF THE CONFERENCE

The registration fee is non-refundable if the Conference is cancelled due to events beyond the control of the Conference organizers (force majeure) or due to events which are not attributable to wrongful intent or gross negligence of the Conference organizers.

The Conference organizers cannot be held liable by participants for any damages, costs, or losses incurred, such as transportation costs, accommodation costs, costs for additional orders, financial losses, etc. in case of cancellation of the Conference for any reason.

10. MODIFICATION OF THE PROGRAMME

The Conference organizers reserve the right to modify the programme. No refunds can be granted in case of cancellation of speakers, lack of space in the Conference rooms or any other incidents during the Conference which are beyond the control of the Conference organizers.

11. FREEDOM OF EXPRESSION

Views expressed by speakers, sponsors and/or exhibitors are their own. The Conference organizers cannot accept liability for any advice given, or views expressed, by any speaker, sponsor and/or exhibitor at the Conference or in any material provided to participants.

12. LIABILITY

In addition, the Conference organizers shall not be responsible or liable for any direct or indirect loss or damage of any sort incurred as the result of the services or information provided in connection with the event. Lastly, the Conference organizers cannot accept liability for loss of, or damage to, property belonging to Conference participants during the event.

13. NAME BADGE

The Conference name badge must be worn at all times during the Conference. If a participant loses, misplaces or forgets the name badge, participants are required to visit the registration desk.

14. LETTER OF INVITATION

Individuals requiring an official Letter of Invitation from the Conference organizers for purposes of travel or applying for a visa can request one at info@icacccr2025.org. To receive a Letter of Invitation, participants must have paid their registration fee and sent to the Conference Organizers all the necessary information to prepare a Letter of Invitation. The Letter of Invitation does not obligate the Conference organizers in any way.

15. VACCINATION REQUIREMENTS

Participants are responsible for ensuring safe travel in Canada. It is strongly recommended for participants to reference the official information provided by their governments and the Government of Canada regarding vaccination and safe travel recommendations.

16. VISA REQUIREMENTS

It is the sole responsibility of the participant to take care of his or her visa requirements. Participants who require an entry visa must allow sufficient time for the application procedure. Participants should visit [Immigration Canada](#) and/or contact the nearest Canadian embassy or consulate to determine the appropriate timing of their visa applications. The Conference organizers will not directly contact embassies and consulates on behalf of visa applicants.

17. TRAVEL-HEALTH INSURANCE

It is the responsibility of the participants to organize appropriate insurance cover during their attendance at the Conference. The Organizers are not responsible for any individual medical, travel or personal insurance.

18. TRANSPORTATION

The Conference registration gives access to the event and does not include any travel arrangements and costs.

19. SECURITY

Attendees are required to kindly collaborate with security protocols at the venue.

20. PRIVACY AND DATA PROTECTION

The Organizers will collect and store necessary personal information for the preparation and execution of the Conference to be held in Montreal, Canada, from 8-11 July 2025.

By registering for the ICA CCR 2025 Conference, you authorize the Organizers and HEC Montréal to collect and store personal information about you. This information will be used to contact you regarding your participation, for financial follow-ups and to provide you with a discount on the registration fee. This information will also be used for statistical purposes and to keep you informed of the activities of IICADD, and you will be able to customize your communication preferences or unsubscribe from all such communications.

The information is collected through an online form. For discount requests, scholarships, and invitation letters, additional information may also be collected through email exchanges.

The mandatory information includes the first name, last name, email address, and phone number of individuals participating in the Conference, as well as billing information. In the case where you request a discount (Student, PortailCoop, Least Developed

Countries), a scholarship, or an invitation letter for a visa application, additional information (such as a passport copy, resume, proof of university affiliation, etc.) will be required and mandatory for processing your request.

By registering for this Conference, you agree that the Conference organizers may use that personal information to contact you by email, direct mail, telephone or fax, in order to supply information relevant to this Conference, or about other opportunities that the organizers are planning, and feel may be of interest to you.

You have the right to request access to the information provided to HEC Montréal and to correct any inaccurate, incomplete, or ambiguous information. You may also ask to be removed from the Conference database at any time. For more information, please read HEC Montréal's [Protection of personal information policy](#).

Your personal information is hosted on cloud servers located in Canada. The Secretary General of HEC Montréal is responsible for the protection of personal information at HEC Montréal and can be contacted at the following addresses: secretariat.general@hec.ca and 514-340-6305.

21. PHOTOS & FILMING

Photos and videos will be taken during the event, for example, in a group of people or when presentations are made or questions asked, and these may be posted and shared by the IICADD on its website, LinkedIn pages or other communications channels designed to promote the Conference. Use of the photographic images for purposes other than those described above or for marketing via the transfer of the images to third parties is prohibited.

22. GENERAL

We reserve the right at all times to change, amend, add or remove any of the above terms without prior notice if one or more of the conditions outlined in these Terms & Conditions should be or become invalid. The remaining conditions will continue to be valid and apply. These Terms & Conditions apply to all participants of this event, including speakers, sponsors and participants.

23. APPLICABLE LAW AND COMPETENT TRIBUNALS

These Terms and Conditions shall be interpreted according to the Laws of the Province of Québec and the relevant Canadian Federal Laws; the competent tribunal of the judicial district of Montréal will hear all litigation brought forth under these Terms and Conditions.