

Terms & Conditions (T&Cs)

The Institute of Strategic & International Studies (ISIS) Malaysia is a company registered in Malaysia ("organiser" and "its").

By registering for the launch of the Centre for Responsible Technology (CERT) ("event"), you ("you", "your", and "individual(s)") confirm that you have read, understood and accepted the Terms & Conditions ("Terms & Conditions").

1. Registration process

- 1.1. Applications to attend the event must be made by registering before the deadline, and are subject to approval and seat availability.
- 1.2. All applications will be vetted by the organiser. The organiser reserves the right to approve or reject any application at its sole discretion and the decision is final.
- 1.3. Official email confirmation of your application status (approved or rejected) will be sent to you within 10 business days.
- 1.4. Only individuals with an official approval email (which includes a QR code for entry and other information) will be eligible for entry. Unauthorised persons will be denied entry.
- 1.5. If you do not receive any email confirmation of your application within 10 business days from the date of submission, please email em@isis.org.my as soon as possible before the start of the event. It is your responsibility to ensure that your contact details are accurate so that the organiser can contact you.
- 1.6. If approved, present your QR code at the registration desk (Foyer, Ballroom A & B, Level 6, [Hilton Kuala Lumpur](#)) to collect your name tag once you arrive at the venue. To ensure security, name tags must be worn at all times for admission. If you have lost or damaged your name tag, please request for a replacement immediately at the registration desk. Unauthorised persons will be denied entry.
- 1.7. Valid credentials or identification may be required upon arrival. The organiser reserves the right to revoke access for non-compliance.

2. Cancellations, changes and substitutions

- 2.1. The organiser reserves the right to cancel the event at its sole discretion for any reason and at any time. In the event of such a cancellation, the organiser will use reasonable endeavours to notify you of such cancellation.
- 2.2. If you wish to withdraw your attendance, you must email the organiser at em@isis.org.my as soon as possible.

- 2.3. If you cannot attend the event, the organiser may consider approving a substitute. To request a transfer of your approved application to a substitute, please email em@isis.org.my at least 72 hours before the first day of the event, stating the substitute's full name, designation, organisation, email, and phone number. While the organiser will reasonably endeavour to meet special requirements of the substitute (e.g. dietary), these requirements may not be accommodated if the request is made on short notice.
- 2.4. The organiser reserves the right to approve or reject any application at its sole discretion, and the decision is final. You will be informed in writing if your substitute has been approved. If approved, your substitute will also receive an official approval email. Only approved individuals will be eligible for entry. Unauthorised persons will be denied entry.
- 2.5. The organiser reserves the right to make any change to the event at any time without prior written notice (including but not limited to the programme, speakers, sessions, dates, timings or venue).

3. Code of conduct

- 3.1. You agree to conduct yourself at all times and in all manner (spoken, written, and in action), professionally and respectfully towards all individuals at the event. You commit to not engaging in any form of disruptive, abusive, harassing, bullying, discriminatory, retaliatory or unlawful behaviour. The organiser reserves the right to remove any individual who fails to comply with this code of conduct, in accordance with applicable laws.
- 3.2. If you witness or experience any behaviour in breach of this code of conduct, please report it in writing immediately to hr@isis.org.my. All reports will be investigated and handled with discretion, in accordance with applicable laws and the organiser's policies.
- 3.3. The organiser reserves the right to refuse admission or to remove any individual in breach of the Terms & Conditions at its sole discretion.

4. Health, safety and accessibility

- 4.1. You agree to comply with all health and safety regulations, including any public health measure in place at the time of the event, and especially in the unlikely event of an emergency. You agree to promptly follow any instructions from authorised persons for your safety and the safety of others.
- 4.2. If you have accessibility requirements, please email em@isis.org.my as soon as possible. The organiser will make reasonable efforts to ensure your needs are met and provide an inclusive experience.
- 4.3. All meals provided at the hotel are halal. While the organiser makes every effort to accommodate your dietary requirements, the hotel may have limitations in fulfilling highly specific dietary restrictions. Please email em@isis.org.my at least ten (10) business days before the start of the event so that the organiser can work towards providing you with alternative options.

5. Liability

- 5.1. You acknowledge that you are legally above the age of 18 years, which is the age for participation at this event. You agree to comply with all applicable laws, rules, and regulations, including those set forth by the organiser, venue and relevant authorities.
- 5.2. You are fully responsible for your own actions, safety, and belongings and agree not to initiate legal action against the organiser, its employees, agents, and affiliates in relation to any incident occurring during the event.
- 5.3. You agree to indemnify and hold harmless the organiser, its employees, agents and affiliates from and against any claim, damage, loss or liability, arising out of or in connection with your participation at the event. This indemnity shall not exclude or limit any liability that cannot be excluded or limited under Malaysian law.

6. Data protection and privacy

- 6.1. You acknowledge and agree to the collection, processing, and storage of your personal data by the organiser in accordance with Malaysia's Personal Data Protection Act 2010 (PDPA).
- 6.2. Your personal data will be used solely for purposes directly related to the event, such as registration, event communication and future updates. The organiser will take appropriate measures to safeguard your personal data and will not share it with third parties without your consent, except as required by law or for the purposes of organising the event (e.g. with service providers or supporters).
- 6.3. Your personal data may be shared with third-party service providers (specifically, the registration platform provider and venue provider) for the sole purpose of facilitating the event. These third parties will be bound by their own data protection policies in compliance to applicable data protection laws and will only process your data as necessary to perform their services related to the event.

7. Multimedia use

- 7.1. In compliance with data privacy laws, certain restrictions are imposed on the use of multimedia at the event (including but not limited to text, photography, videography, audio recording, live streaming and all future mediums).
 - a. You are permitted to use hand-held cameras and/or smart phones to capture multimedia for personal, non-commercial use and in compliance to the code of conduct.
 - b. Media representatives may photograph, record, and report on the event unless specific restrictions are indicated during the event. The organiser may designate areas where recording or photography is restricted.
- 7.2. Multimedia may not be sold or commercially exploited in any manner whatsoever without written authorisation from the organiser.

- 7.3. Any use of logos, branding, or materials requires prior written permission from the organiser. Content provided to media (press kits, slides, visuals) may only be used for media coverage purposes and not for commercial gain.
- 7.4. The organiser may hire professional service providers (photography, videography, and live recording) to document and display the event experience. The organiser may also use social media platforms to:
- i) share real-time or post-event photos and videos on its social media feeds; and
 - ii) display select submissions from those feeds on monitors throughout the venue.
- 7.5. You are encouraged to share your event experiences on social media, provided it does not infringe upon the rights of the organiser, its employees, agents, and affiliates or any individual. Such infringement would include but is not limited to, defamation or infringement of intellectual property rights. If an individual requires a release or permission to protect the rights of itself or a third party, obtaining such a release or permission shall be the sole responsibility of the individual.
- 7.6. By attending the event, you acknowledge and consent to the following:**
- a. The possibility of being photographed, recorded or filmed by others. You understand that the organiser is not responsible for such multimedia made by others.
 - b. Multimedia captured by the organiser may be edited and used by the organiser for marketing or promotional purposes or any other lawful purpose in the ordinary course of its business. This multimedia may be included on (and is not limited to) the organiser's website, social media platforms, event reports and print materials.

8. Intellectual property

- 8.1. You acknowledge that all intellectual property, including but not limited to publications and concepts used for the event ("event materials"), remains the exclusive property of the organiser or its licensors. You agree not to reproduce, sell and/or copy any event materials which were shared before, during or after the event without the prior written consent of the organiser. Should you wish to use the event materials for any purpose, please email em@isis.org.my.

9. Governing law

- 9.1. The Terms & Conditions shall be subject to Malaysian law and to the exclusive jurisdiction of Malaysian courts.

10. Amendment of Terms & Conditions

- 10.1. The organiser reserves the right to amend, modify, or update these Terms & Conditions at any time, with or without prior notice, in accordance with applicable Malaysian laws.
- 10.2. By continuing to participate in the event, you agree to be bound by the revised Terms & Conditions. It is your responsibility to regularly review the Terms & Conditions to stay informed of any change.