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# General Regulation of the Middle East Mediterranean (MEM) Summer Summit 2019 For Young Change-Makers

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1. **Scope**
  - 1.1. The present regulation applies to all young change-makers (hereafter: YCMs) of the MEM Summer Summit 2019, 14 - 25 August, organised by Università della Svizzera italiana (hereafter: USI).
2. **General**
  - 2.1. Presence and participation during the MEM Summer Summit is mandatory for all registered YCMs. YCMs must arrive in Lugano on 14 August by 17:00 hrs and depart on 26 August 2019. Failure to comply with this condition will prevent the release of the certificate of attendance (see: para 9.1).
  - 2.2. YCMs of the MEM Summer Summit 2019 are selected through a competitive selection process. Once the selection has taken place, no YCM is permitted to send another person in their stead.
3. **Cancellation of Participation**
  - 3.1. In the event of a YCM being unable to take part in the MEM Summer Summit 2019, he/she should contact the MEM Summer Summit Administration as soon as possible by e-mail at MEM@usi.ch.
  - 3.2. In the event of a YCM cancelling their participation the 10% administrative fee will not be refunded.
  - 3.3. For self-sponsored or third party sponsored YCMs, refunds will not be possible after 30 June 2019.
  - 3.4. YCMs who cancel after 30 June 2019 shall be liable to pay a CHF 230 cancellation fee, regardless of their individual sponsorship status.
  - 3.5. If YCMs benefiting from a grant that includes travel arrangements cancel after being issued with travel tickets, they will be obliged to cover the travel costs and pay a CHF 100 administrative fee, as well as the cancellation fee of CHF 230 mentioned above (see: para 3.4). The total amount depends on the airfares and other travel costs.
  - 3.6. If YCMs benefiting from a grant that includes accommodation, cancel their registration after 30 June 2019, they will be obliged to cover the costs of accommodation in the sum of CHF 580, as well as the cancellation fee of CHF 230 mentioned above (see: para 3.4), for a total amount of CHF 810.
4. **Travel**
  - 4.1. For YCMs with a grant that includes travel arrangements, the MEM Summer Summit Travel Agent will exclusively manage the travel arrangements only for the period of the MEM Summer Summit 2019, from 14 to 26 August 2019.  
YCMs will be contacted by the MEM Summer Summit Travel Agent for the travel arrangements. If they fail to reply to the MEM Summer Summit Travel Agent by the given

deadlines their admission may be revoked, and YCMs will be obliged to complete the payment of the cancellation fee of CHF 230 (see: para 3.3).

- 4.2. The MEM Summer Summit Travel Agent only organises the travel related to the arrival and departure from Lugano, Switzerland. No travel that depends on visa issuance can be covered or arranged by the MEM Summer Summit Travel Agent.
- 4.3. Self-sponsored YCMs are responsible for all their own travel arrangements.
5. **Accommodation**
  - 5.1. The MEM Summer Summit Administration provides accommodation only for YCMs who have been awarded a grant that includes accommodation. Accommodation is provided only for the period of the MEM Summer Summit 2019: check-in on 14 August 2019 by 17:00 hrs and checkout on 26 August 2019. Accommodation is available only in shared rooms (up to 6 people) in student housing facilities with roommates of the same gender.
  - 5.2. Self-sponsored YCMs are responsible for all their booking arrangements.
6. **Board**
  - 6.1. The MEM Summer Summit Administration provides lunches and breakfast during the Seminar and the Forum.
7. **Badge**
  - 7.1. The MEM Summer Summit organisers will issue each YCM with a name badge. The badge is strictly personal, represents proof of registration, and makes it easier for YCMs to recognise each other. YCMs are required to wear their badge at all times throughout the period of the MEM Summer Summit 2019.
8. **Health Matters**
  - 8.1. Health insurance is mandatory for every YCMs in the MEM Summer Summit 2019. USI does not provide health insurance services and is not responsible for costs related to health insurance.
  - 8.2. YCMs are expected to disclose any medical conditions that may affect their participation during the MEM Summer Summit 2019. Please notify the MEM Summit Administration of any health concerns. USI does not take responsibility for medical expenses.
9. **Certificate of Attendance**
  - 9.1. A Certificate of Attendance will be delivered, at the end of the Forum on 25 August 2019, to YCMs who have attended all activities of the Seminar and Forum.



