

# Terms & Conditions

## Registration Agreement, Registration Process and Payment Methods

1. By registering for and/or attending the 'GC meets NTS' seminar, all participants, speakers and sponsors agree to be bound by, and comply with, these Terms and Conditions. It is the participant's responsibility to read and understand these Terms and Conditions.

2. Registrants (participants and speakers) will be able to select the registration fee of 1-Day: € 222,- / **€ 150.- (online)** ; and 2-Days: € 350,- / **€ 222.- (online)** ; +VAT for each registration; until January 10<sup>th</sup> , 2021 23:59 GMT.

3. Registrations entered before December 10<sup>th</sup>, 2020 23:59 GMT will be considered 'early bird registration'. The early bird registration fee is a 25% discount on the registration fee shown in topic 2. of this chapter (+VAT).

4. Participants via partner institutions are regulated like described in the relevant contract of the partner with AFIN-TS GmbH.

5. Registration information will be sent from AFIN-TS GmbH to registered delegates by email. If you have not received registration details within two weeks, please email [education@afin-ts.de](mailto:education@afin-ts.de).

6. Each 'online viewing' participant has to register individually (also the persons who want to have the talks and discussion later 'on-demand').

6. An invoice will be sent to the participants latest until January 12<sup>th</sup>, 2021. We will not send a confirmation of payment. If the full payment has not been received before the deadline indicated at the invoice, the registration will remain valid, however the due fee will be increased according to the payment period (e.g. the late registration fee).

This is not true for participants via partner institutions. These will be accepted like described in the regarding partner contract.

7. Payment of on-site registration is not possible. Cash will not be accepted.

8. All tickets must be paid for at least 20 hours prior to the event start date. Any overdue invoices for conference tickets may result in delegates being refused entry.

9. Registrants should obtain confirmation from the Conference Office of AFIN-TS GmbH before committing to other travel arrangements.

10. Accommodation and travel costs are not included in the conference registration fee. Attendees are responsible for making their own lodging arrangements.

11. On-site capacity is limited to 50 people (and in corona-critical seasons limited to 12 people). Capacity number is subject to change without prior notice. Online capacity is unlimited so far.

12. The conference organizers cannot guarantee that all participants can participate on-site, thus the speakers and presenters are favored to be on-site and other participants may be changed from an 'on-site participant' to an 'online participant' in case of hazardous corona conditions and stringent rules in short term public regulations. The participants will be informed immediately and the registration fee will then consequently be changed from 'on-site fee' to 'online fee'. No further (especially Hotel and travel) costs can be refunded by the organizer.

13. All conference materials will be distributed on-site. If the maximum delegate capacity is reached and for on-line participants, the conference organizers reserve the right to offer electronical online material and flyer.

## **Cancellation Policy**

1. All substitutions and cancellations must be received in writing to [education@afin-ts.de](mailto:education@afin-ts.de)

2. Delegated may nominate an alternative person from their organization to attend up to 24 hours prior to the start of the event. There after no more change is possible. Notify the change of name to [education@afin-ts.de](mailto:education@afin-ts.de) at the earliest convenience. The change of name will be confirmed by email notification.

3. Should substitution not be possible, cancellation charges apply as follows for the on-site participation:

- 3 to 12 weeks prior to start of event: 50% of the delegate fee
- 3 weeks or less prior to start of event: 100% of the delegate fee

Should substitution not be possible, cancellation charges apply as follows for the online participation:

- 1 to 6 weeks prior to start of event: 50% of the delegate fee
- 1 week or less prior to start of event: 100% of the delegate fee

4. The date of the email receipt will be the basis for considering refunds. Please indicate your bank details on your written cancellation. Refunds will be made after the conference within two months.

5. AFIN-TS GmbH reserves the right to cancel the event up to three weeks before the planned start. In this case, registration fees received will be fully reimbursed. AFIN-TS GmbH will be not liable for any further damage caused by the cancellation.

6. In the event of fire, flood, power breakdown or without limit other causes that AFIN-TS GmbH reasonably believes to be substantial or that are beyond AFIN-TS GmbH control, AFIN-TS GmbH reserves the right to change the times, dates and the venue of the conference, without incurring any liability to the participants.

7. The participant by accepting these terms and conditions hereby indemnifies AFIN-TS GmbH and its organizers and agents against and holds it harmless from all or any loss or damage, injury, actions, proceedings or claims arising from any act or omission of the participant during the course of the conference.

8. 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.

### **Conference Program**

1. AFIN-TS GmbH reserves the right to make alterations to the conference program, venue, online program, online/seminar software and timings at any time.
2. In the unlikely event of the program being cancelled by AFIN-TS GmbH, a full refund will be made, unless the cancellation is due to, but not limited to activity out of their control e.g. the threat of natural disaster, terrorist activity, unrest in the region and/or pandemic shutdowns. Liability will be limited to the amount of the fee paid by the delegate.
3. The conference organizers reserve the right to modify the program. No refunds can be granted 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.

### **Accommodation**

1. For 'GC meets NTS' the AFIN-TS GmbH will provisionally request a number of rooms to be set aside for participants until November 7<sup>th</sup>, 2020.
2. A List of hotels can be found here: <https://afin-ts.de/gc-meets-nts/>
3. The participant must contact the hotel directly if s/he wishes to make a definitive reservation; when doing so, s/he should indicate the event that s/he will attend. AFIN-TS GmbH assumes no responsibility for the reservation of accommodation.
4. The participant is responsible to organize a cancellation option for the room in the regarding Hotel - in case of an 'on-site participation' change by the organizer into an 'online participation'. The organizer can not refund any Hotel fees.
5. The participant is responsible to organize a cancellation option for the individual arrival and destination - in case of an 'on-site participation' change by the organizer into an 'online participation'. The organizer cannot refund any travel costs.

### **Personal Information**

1. Please note that participation contact details will be kept on the 'GC meets NTS' database, which will only be used by AFIN-TS GmbH.
2. The email addresses will also be used to circulate last minute details and announcements of future AFIN-TS GmbH events. If you do not like to receive this information please notify the organizers by email (education@afin-ts.de).
3. If you would like your record to be deleted after the conference, please notify the organizers by email (education@afin-ts.de).

## **Insurance**

1. It is the responsibility of the participant to arrange appropriate insurance cover in connection with their attendance at the conference. AFIN-TS GmbH cannot be held liable for any loss, liability or damage to personal property or any disruption to travel to, during or travel following the event.
2. Where the participant is travelling from outside of the host country to attend the conference, appropriate travel insurance should be purchased independently and in advance of any travel or travel bookings.
3. By registering to the 'GC meets NTS' participants agree that neither the organizing committee nor the congress office assume any liability whatsoever. Participants are requested to make their own arrangements for health and travel (including accommodation) insurance. The conference fee does not include insurance.

## **FIRST-provided Internet Access**

The following uses of AFIN-TS GmbH-provided Internet access (in Augsburg) are not permitted:

1. To violate any local, state, or federal statute;
2. To vandalize, damage, or disable the property of another individual or organization;
3. To access another individual's materials, information, or files without permission;
4. To use scanning or hacking exploit tools on public networks; and,
5. To violate copyright or otherwise use the intellectual property of another individual or organization without permission.

## **Other legal provisions**

1. Should individual provisions of these general terms and conditions be invalid, this shall have no effect on the validity of the remaining provisions.
2. The AFIN-TS GmbH cannot assume liability for incorrect information or other errors resulting from technical problems or other reasons beyond its control.

The contractual relationship between the parties shall be interpreted, construed and governed by the laws of Germany.

As far as legally possible, both parties hereby submit to the jurisdiction of the Courts of Augsburg.

## **Speakers Terms & Conditions**

1. AFIN-TS GmbH may use the speaker's name and presentation materials for promoting delegate attendance at the conference.
2. Presentations and papers including all associated artwork and illustrations will not be returned unless specifically requested by the author.
3. AFIN-TS GmbH will record audio and/or video record the speaker's session as well as the platform discussion of each section and the recordings may be used in following the event for delegates or those who were unable to attend to review or replay. These records will be available longest two months for the participants.

4. AFIN-TS GmbH may reproduce copies of the speaker's presentation and the platform discussion (e.g. PowerPoint slides or supporting handouts) on paper and/or electronically following the event for delegates or those who were unable to attend to review or for viewing talks at other time and producing 'on-demand content'. Any acknowledgement regarding Copyright or support should be included at the end of the abstract/presentation, as these will be distributed to the conference participant.

5. Any speaker who does not wish to give permission for the above terms and conditions, is required to put this in writing to [education@afin-ts.de](mailto:education@afin-ts.de) before the start of the conference.

6. A registration of all speakers is mandatory.