

## Terms & Conditions

### Registration Agreement, Registration Process and Payment Methods

1. By registering for and/or attending the SWEMSA Conference, 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 early registration fee of 195 € up until August 31<sup>st</sup>, 2019 18:00 GMT.
3. Registrations entered after August 31<sup>st</sup>, 2019 18:00 GMT will be considered late registrations. The late registration fee is 300 €.
4. There will be no discounts.
5. Registration information will be sent from SWEMSA GbR to registered delegates by email. If you have not received registration details, please email [info@swemsa.eu](mailto:info@swemsa.eu).
6. An invoice will be sent after August 1<sup>st</sup>, 2019. 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 (early/late registration fee).
7. Payment of on-site registration is not possible. Cash will not be accepted.
8. All tickets must be paid for at least 24 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 SEWMSA GbR 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. Capacity is limited to 150 people. Capacity number is subject to change without prior notice.

12. The conference organisers cannot guarantee that a conference bag and other conference materials will be available for late registrations. All conference materials will be distributed on-site.  
If the maximum delegate capacity is reached, the conference organisers reserve the right to refuse additional registrations.

## **Cancellation Policy**

1. All substitutions and cancellations must be received in writing to [info@swemsa.eu](mailto:info@swemsa.eu)
2. Delegated may nominate an alternative person from their organisation to attend up to 72 hours prior to the start of the event, with an extra charge of 50 €. There after no more change is possible. Notify the change of name to [info@swemsa.eu](mailto:info@swemsa.eu) 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:
  - 6 to 12 weeks prior to start of event: 80% of the delegate fee
  - 6 weeks 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. SWEMSA GbR reserves the right to cancel the event up to two weeks before the planned start. In this case, registration fees received will be fully reimbursed. SWEMSA GbR will be not liable for any further damage caused by the cancellation.
6. In the event of fire, flood or without limit other causes that SWEMSA reasonably believes to be substantial or that are beyond SWEMSA control, SWEMSA 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 SWEMSA 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 organisers.

## Conference Program

1. SWEMSA reserves the right to make alterations to the conference programme, venue and timings at any time.
2. In the unlikely event of the programme being cancelled by SWEMSA, 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 and/or unrest in the region. Liability will be limited to the amount of the fee paid by the delegate.
3. The conference organisers reserve the right to modify the programme. 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 organisers.

## Accommodation

1. For SWEMSA 2019 the SWEMSA GbR will provisionally request a number of rooms to be set aside for participants until September 20<sup>th</sup>, 2019.
2. A List of hotels can be found here: <https://www.swemsa.eu/accomodation/>
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. SWEMSA GbR assumes no responsibility for the reservation of accommodation.

## Personal Information

1. Please note that participation contact details will be kept on the SWEMSA database, which will only be used by SWEMSA GbR.
2. The email addresses will also be used to circulate last minute details and announcements of future SWEMSA events.
3. If you would like your record to be deleted after the conference, please notify SWEMSA by email ([info@swemsa.eu](mailto:info@swemsa.eu)).

## **Insurance**

1. It is the responsibility of the participant to arrange appropriate insurance cover in connection with their attendance at the conference. SWEMSA 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 SWEMSA 2019 participants agree that neither the organising 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 SWEMSA-provided Internet access 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 SWEMSA GbR 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. SWEMSA 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. The papers must be objective and completely free of advertising and commercialism.
3. SWEMSA may record audio and/or video record the speaker's session and the recording may be used in following the event for delegates or those who were unable to attend to review or replay.
4. SWEMSA may reproduce copies of the speaker's presentation (eg. PowerPoint slides or supporting handouts) on paper and/or electronically following the event for delegates or those who were unable to attend to review. 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 [info@swemsa.eu](mailto:info@swemsa.eu) before the start of the conference.
6. A registration of all speakers is mandatory.