

## **General Terms and Conditions**

### **Registration and Confirmation**

Registration is subject to capacity limitations. Registration must include the name of any accompanying person to ensure their inclusion into the planning of the social programme. Upon receipt of registration invoice or confirmation, registration is considered official and effectual. This document is a valid VAT invoice which may be submitted to the local tax and revenue office for tax purposes.

### **Invoicing and Due Date for Fees**

Fees for the scientific programme of the event will be charged in the name and on behalf of the company Conventus inclusive the statutory German VAT rate of currently 19%. Fees for the social evening and the social programme will be charged in the name and on behalf of the company Conventus inclusive the statutory German VAT rate of 19% (as of 2010). All fees are due upon receipt of the registration invoice or confirmation form. Transfer payments must include the name of the participant and the invoice number, otherwise they will not be accepted. All major credit cards are accepted.

### **Scope of Services**

Event fees and day tickets include participation in the scientific programme only. Additional fees for the Pre-Day Courses and social programme will apply. Included in this fee are programme book, abstract book, tickets for the social programme, name tags and a certificate of attendance. These items are generally handed out at the venue.

### **Cancellations, Changes, Refunds**

Cancellations can be made in written form only and will only be accepted if received by June 15, 2016. A cancellation fee of 40 EUR will apply. The same terms apply for cancellations of the social programme, however no cancellation fee will be charged. Name changes are accepted until Monday, 1 August, 2016 at an extra charge of 20 EUR. Amounts due will be reimbursed after the congress. Any cancellations after this date or no-shows at the event are not eligible for a refund and the full fee in accordance to the registration invoice or confirmation will be due. Any changes in booking, after booking confirmation has been issued, will result in a handling fee of 15 EUR. Any requested additions to existing reservations or reservations made during the event on-site will be processed according to availability.

### **Event Cancellation, Refunds**

There is limited capacity for all events. For certain events a minimum number of participants is required. If the minimum number of participants is not reached, the organiser reserves the right to cancel all or parts of the event on a short-term notice. In this case, all paid fees will be fully refunded.

### **Force Majeure, Disclaimer**

The organiser is responsible for all changes to individual parts of the event. Claims for damages are excluded if the staging of the event or individual components are hampered or prevented by unexpected political or economic events or generally by force majeure or by the cancellation of speakers or if similar changes are required.

### **Hotel Reservations, Disclaimer**

All rates are stated and cashed in Euro (€) per night incl. breakfast, service charges and currently applicable VAT. A change in VAT rate may lead to a different room rate. Hotel bookings will be handled on a 'first come, first served' basis. Should the hotel requested be no longer available, Conventus Congressmanagement & Marketing GmbH will do its utmost to offer similar accommodation. This may, however, involve a change in price and category. We therefore recommend early booking to ensure availability.

Bookings and prices can only be guaranteed upon receipt of the full prepayment. As soon as Conventus Congressmanagement & Marketing GmbH has received your payment, a letter of

confirmation will be e-mailed. It will confirm the name of your hotel, the room rate per night and the duration of your stay.

For cancellations received by Monday, 1 August 2016 (12hrs CET), a handling fee of EUR 40 will be charged. For cancellations received after this date all payments shall be forfeited. Only written cancellations will be accepted.

#### *For all bookings*

For name changes and replacements a handling fee of EUR 20 will be charged.

The number of nights booked is binding and will serve as the basis for your hotel invoice. In case of early departure, the hotel and Conventus Congressmanagement & Marketing GmbH are entitled to charge all nights booked. The balance between the deposit and your total invoice must be settled directly with the hotel.

Amendments done after Monday, 1 August 2016 need to be communicated directly to the hotel. Contact details are available on the congress website.

Conventus acts as an intermediary for hotel reservations and therefore assumes no liability for reservations. Changes and cancellations have to be addressed to the according hotels directly. The cancellation terms of the individual hotels apply.

#### **Limitation of Liability**

Conventus acts as an intermediary for the programme offered by the organiser and, therefore, assumes no liability whatsoever for the event. Any liability for services and possible problems with the services lies exclusively with the provider of services.

Participation in activities of the social programme is exclusively at one's own risk.

Conventus assumes liability for death or injury to body or health, provided there has been negligence or an intentional breach of duties by the event organiser, its legal representatives, or vicarious agents.

In the event of any other damage, the liability of Conventus, its legal representatives and its vicarious agents is limited to deliberate and gross negligent conduct, provided that no essential contractual obligations have been breached.

#### **Privacy**

By registering to attend EUROSPINE 2016, you grant permission to the organizer, to use photos/films - taken onsite during the meeting - in public relations and promotional pieces, written publications, videos and on the society's website for an indefinite period of time. If you do not want to have any photos/films taken of you published, you may contact the [congress secretariat](#) at any time.

#### **Applicable Law, Place of Performance and Jurisdiction**

The laws of the Federal Republic of Germany apply excluding the U.N. Convention on Contracts for the International Sale of Goods (CISG).

To the extent allowed by law, Jena is the place of performance and jurisdiction for all claims.

#### **Use and Storage of Data**

Information provided by you will be solely used for the purposes of contractual performance and/or the sending of event invitations from Conventus Congress Management & Marketing GmbH in relation to EUROSPINE events. Your information will not be provided to third parties unless you have provided written consent. You have the right to request information at any time about your saved data without giving reason. Information can also be edited, delete or blocked at any time. You may withdraw your consent to use your personal information by contacting [direktmarketing@conventus.de](mailto:direktmarketing@conventus.de) or by postal mail at: Conventus Congressmanagement & Marketing GmbH, Attn: Marketing, Carl-Pulfrich-Strasse 1, 07745 Jena. Our online form is also available at [www.conventus.de/mailing](http://www.conventus.de/mailing).