

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 VAT rate of 23% (as of 2010). 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 VAT rate of 23% (as of 2010). Fees for the hotel booking will be charged in the name and on behalf of the company Conventus inclusive the statutory VAT rate of 6% (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 (optional) day tickets include participation in the scientific programme only. Additional fees for the social programme will apply. Included in this fee are congress materials, tickets, name badge 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 11 January 2018. A cancellation fee of 25 EUR will apply. The same terms apply for cancellations of the social programme, however no cancellation fee will be charged. 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.

Hotel Reservations, Disclaimer

All rates are stated and cashed in Euro (€) per night incl. breakfast, city tax, 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 booking, 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 21 March 2018 (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, replacements and upgrades a handling fee of EUR 20 will be charged. Changes in bookings can be made until 21 March 2018 the latest and can only be made if all payments have been received by then.

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 21 March 2018 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 after 21 March 2018 have to be addressed to the according hotels directly. The cancellation terms of the individual hotels apply.

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.

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.

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 Congressmanagement & Marketing GmbH. 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, deleted or blocked at any time. You may withdraw your consent to use your personal information by contacting 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 <http://www.conventus.de/1/unsubscribe-from-mailing-list/>

20 July 2011