



**11<sup>e</sup> COLLOQUE**  
LYON, 21-24 MAI 2013

**Lyon  
Grenoble**

## GENERAL TERMS AND CONDITIONS

### **Definitions**

K.I.T. Group GmbH Association & Conference Management is the Professional Congress Organiser (PCO) of the 11th Congress of the French Neuroscience Society, 21-24 May 2013 in Lyon, France. The PCO supports the French Neuroscience Society and is responsible for registration services, hotel accommodation, abstract management, sponsorship opportunities, exhibition management and social events and is hereafter referred to as K.I.T. Group.

These General Terms and Conditions are valid for each attendee registered for the 11th Congress of the French Neuroscience Society 21-24 May 2013 in Lyon, France (hereafter referred to as the SN 2013). Any person, delegate, student, media representative, speaker, or exhibitor is considered an attendee.

### **Congress Registration**

The registration deadlines are as follows:

Early bird Registration deadline:	1 April 2013, 24.00 CET
Standard / On-site Registration:	from 2 April 2013
Online registration deadline:	13 May 2013, 24.00 CET
On-site registration:	from 21-24 May 2013

Only fully completed registration forms will be accepted. The registration fee is based on the date of the receipt of the registration form or completed online registration as well as the payment in full in accordance with the deadlines mentioned above. The online registration can be completed by clicking on "register and pay" which can be found at the end of the form. **Should one deadline be missed, the next applicable fee will be charged automatically.** The registration will only be confirmed upon receipt of payment in full. Please note that if your payment is not received by 22 April 2013, your bookings will automatically be cancelled.

After the online registration deadline, registrations are only possible on-site (higher fees).

If the maximum attendee capacity is reached, the organisers reserve the right to refuse any registration.

To be eligible to register for the congress, attendees must be at least 18 years old. Attendees may be asked to present an official identity card stating their age.

The registration fee for regular delegates and students includes entry to all sessions, the exhibition area, the poster area, the welcome get-together and a congress bag.

To be able to register as a student, you must present a proof of fulltime enrolment at a recognised university or college for both the time of registration and during the congress. Students must present their original student identification card on-site in order to receive their name badge.

To register as a media representative, please contact the Registration Department c/o K.I.T Group by email at [inscription-colloque-sn@kit-group.org](mailto:inscription-colloque-sn@kit-group.org). A registration form will be sent to you to fill out and send back. Only completed registration forms will be accepted. There is no registration fee for accredited media representatives. However, to register as a media representative, you must submit a copy of your official press card.

### **Congress Material**

If the registration form and full payment are received no later than the 22 April 2013, a congress bag is included in the registration fee for delegates, students, speakers and media representatives. If the registration form and/or full payment are received after 22 April 2013, K.I.T. Group cannot guarantee that a congress bag will be available. All congress materials will be handed out on-site at the registration counter.

### **Methods of Payment**

Payment is required at the time of registration. It should be made in EUR only, using one of the following methods:

1. Credit card (Visa, Master/Eurocard) or Carte Achat labo: Attendees should complete the relevant section of the registration form.

2. Bank transfer: Payment should be made in EUR to:

Accountholder: K.I.T. Group GmbH Association & Conference Management  
Bank : Commerzbank AG Berlin, Kurfürstendamm 237, 10719 Berlin, Germany

Bank Sorting Code:	100 800 00
K.I.T. Account Number:	05 140 018 01
SWIFT-CODE:	DRESDEFF100
IBAN:	DE 50 1008 0000 0514 0018 01
Reference:	SN 2013, your name, your participant number

**Please note that bank transfer payment will be accepted until 22 April 2013 and that all transfer costs must be covered by the transmitter.**

3. Institutional order: Payment should be made in EUR to:

Accountholder: K.I.T. Group GmbH Association & Conference Management  
Bank : Commerzbank AG Berlin, Kurfürstendamm 237, 10719 Berlin, Germany

Bank Sorting Code:	100 800 00
K.I.T. Account Number:	05 140 018 01
SWIFT-CODE:	DRESDEFF100
IBAN:	DE 50 1008 0000 0514 0018 01
Reference:	SN 2013, your name, your participant number

Please note that the institutional order payment will only cover registration costs and will be only possible until 8 April 2013. All additional bookings i.e. lunch box, gala dinner and tours must be paid by bank transfer or credit card. After selecting institutional order as payment method the Registration Department will contact you with two separate invoices and information for the second form of payment.

**Please note that all transfer costs must be covered by the transmitter.**

Cheques will not be accepted.

#### **French Neuroscience Society membership**

Membership fees for the French Neuroscience Society must be paid separately with the French Neuroscience Society (for more information please visit [www.neurosciences.asso.fr](http://www.neurosciences.asso.fr) ).

#### **Letter of Confirmation/Payment Receipt**

A letter of confirmation will be sent by email once the Registration Department c/o K.I.T. Group has received the fully completed registration form and the related payment. This confirmation letter will contain a barcode which will allow you to print out your name badge onsite. Please make sure to bring this confirmation with you.

#### **Letter of Invitation**

Individuals requiring an official Letter of Invitation can request one from the Registration Department c/o K.I.T. Group. To receive a Letter of Invitation, attendees must first register to the congress and submit payment in full. Letters of Invitation will not be sent after 22 April 2013.

The Letter of Invitation does not financially obligate the congress organisers in any way. All expenses incurred in relation to the congress are the sole responsibility of the attendee.

### **Visa Requirements**

It is the sole responsibility of the attendee to take care of his/her visa requirements. Attendees who require an entry visa must allow sufficient time for the application procedure. Attendees should contact the nearest embassy or consulate to determine the appropriate timing of their visa applications.

The organisers will not directly contact embassies and consulates on behalf of visa applicants.

### **Certificate of Attendance**

A Certificate of Attendance for regular delegates and students/post-docs can only be acquired in the designated areas in the congress centre. It cannot be issued after the congress.

### **Lost Name Badge**

The name badge must be worn at all times during the Congress. Access to the Congress facilities will not be granted without a proper name badge. If an attendee loses, misplaces or forgets the name badge, a handling fee of 5 EUR will be charged for a new name badge. Upon handing out a new name badge, the lost badge will become invalid.

### **Registration Cancellation Policy**

Notification of cancellation (registration and additional bookings) must be made in writing and sent to the Registration Department c/o K.I.T. Group by email ([inscription-colloque-sn@kit-group.org](mailto:inscription-colloque-sn@kit-group.org)) or by fax. The notification must include all the relevant information regarding the bank account to which a possible refund may be remitted. A cancellation fee will apply to any registration cancellation. If the written notification of cancellation is received until 31 March 2013, 30 EUR cancellation fee will be charged. No refunds will be made for cancellations received after 31 March 2013.

Regarding the additional bookings (tour du Vieux Lyon, lunch box, Floating Party); cancellations will be possible until 22 April 2013 without a fee. After this date, no refunds will be possible.

If payment for additional bookings is not made by 22 April 2013, the bookings will automatically be cancelled.

Refund requests will be processed after the congress only. They must be made in writing and sent to the Registration Department c/o K.I.T. Group by email no later than 30 days after the congress. No refund request will be processed after this period.

Credit will not be given for unattended events or early termination of attendance.

### **Modification of the Congress Programme**

The congress organisers reserve the right to modify the programme, which is published as an indication only.

### **Cancellation of the Congress**

In the event that the congress cannot be held or is postponed due to events beyond the control of the congress organisers (force majeure) or due to events which are not attributable to wrongful intent or gross negligence of the congress organisers, the congress organisers cannot be held liable by attendees for any damages, costs, or losses incurred, such as transportation costs, accommodation costs, financial losses, etc.

Under these circumstances, the congress organisers reserve the right to either retain the entire registration fee and to use it for a future congress, or to reimburse the attendee after deducting costs already incurred for the organisation of the congress and which could not be recovered from third parties.

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## **General Terms and Conditions for the Tour**

### **Tours**

The tour is based on a minimum number of 20 attendees. Should the above mentioned minimum attendee number not be reached, K.I.T. Group Event Department reserves the right to cancel the tour and to refund the amount paid. Prices may be subject to change for exceptional reasons beyond the control of K.I.T. Group Event Department.

The "tour du Vieux Lyon" will take place on Saturday 25 May 2013 and lasts 3 hours (13h30-16h30); departure at 13h30 will be at the Metro exit "Vieux Lyon". Please note that the tour is in English.

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### **Data Protection and Sharing of Contact Details**

The acquisition, handling (which includes saving data, changes, transmission, blocking and erasing) and utilization of all personal registration data is executed within the guidelines of the effective data protection regulations.

K.I.T. Group will collect and store all data for the preparation and execution of the SN.

When you register or book additional services (tour, Floating Parting, lunch box) you will be asked to complete the online form providing: your name, address, email address and telephone number. The above collected information is required to process, book and complete your booking (including the sending of a confirmation email of the booking to you).

Should you choose to make the payment for your bookings with credit card, your credit card details (i.e. credit card type and number, CVC code, expiration date, credit card holder name) will also be collected.

All data will be saved and processed.

In order to protect and safeguard the personal data provided to us, we have implemented and use appropriate business systems and procedures. For example, your credit card information is transmitted to us through a secure server protocol, which encrypts all your personal and credit card details. The encryption method used is the industry standard "Transport Layer Security (TLS)" technology. Our TLS certificate has been issued by utn.usertrust.com.

Furthermore, we have implemented and use security procedures and technical and physical restrictions for accessing and using personal information. Only authorized employees are permitted to access personal information for performing their duties in respect of our services.

Our server and network are protected by firewalls against unauthorized access and we have intrusion detection systems that monitor and detect unauthorized (attempts to) access to or misuse of our servers.

Your credit card details will be kept by K.I.T. Group until three months after the end of the congress.

In addition, the conference organisers periodically share contact details of attendees with third parties that may use these details to contact attendees regarding activities at the conference or other communications which may be of interest. Therefore data might be passed on to third parties unless otherwise explicitly indicated by the attendee. Your complete contact details will only be forwarded if:

- your explicit consent is given,
- a third party has proven to the conference organisers that you have violated the rights of this third party and has thus demanded the disclosure of your data, or
- the conference organisers are obliged to give out your data due to for example a court order or an official order.

### **Liability**

The congress organisers shall be held liable in the framework of a duty of care as a respectable businessman according to statutory provisions. The liability of the congress organisers - for whatever legal reason - shall be limited to intent and gross negligence. The liability of commissioned service providers shall remain unaffected by this. The attendee shall take part in the congress at his/her own risk. Oral agreements shall not be binding if these have not been confirmed in writing by the congress organisers.

### **Fulfilment and Jurisdiction**

1- for registration

This contract is subject to the law of Bordeaux, France. The terms of this contract shall be fulfilled in Lyon, France and in the event of any legal claims arising from either party; Bordeaux, France shall be the sole court of jurisdiction.

2- for tours

This contract is subject to the law of Berlin, Germany. The terms of this contract shall be fulfilled in Lyon, France and in the event of any legal claims arising from either party; Berlin, Germany shall be the sole court of jurisdiction.

**Severability Clause**

If there is a determination of these Terms and Conditions to be ineffective or impracticable, then the validity of the Terms and Conditions remaining are not impaired. The parties are obligated to cooperate in order to replace the ineffective or impracticable clause by an effective or feasible clause, which results in the ineffective or impracticable clause being closed.

As of 1.12.2012.