



GENERAL TERMS AND CONDITIONS

Definitions

K.I.T. Group GmbH Association & Conference Management is the Professional Congress Organiser (PCO) of the NeuroFrance Meeting 2019, 22 - 24 May 2019 in Marseille, France. The PCO supports the French Neuroscience Society and is responsible for registration services, abstract management, sponsorship opportunities, exhibition management and social events. K.I.T. Group and the French Neuroscience Society are hereafter referred to as the organizers.

These General Terms and Conditions are valid for each attendee registered for the NeuroFrance Meeting 2019, 22 - 24 May 2019 in Marseille, France (hereafter referred to as the NF 2019). Any person, delegate, media representative, speaker, or exhibitor is considered an attendee.

Meeting Registration

The registration deadlines are as follows:

Early bird Registration deadline:	10 April 2019, 24.00 CET
Standard / On-site Registration:	from 11 April 2019
Online registration deadline:	until 20 May 2019, 24.00 CET
On-site registration:	during the entire Meeting duration

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 24 April 2019, 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 Meeting, attendees must be at least 18 years old. Attendees may be asked to present an official identity card.

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 Meeting bag.

To be able to register as a student or a Post-doc, you must send a proof of your status signed by your Director or Department Head while registering.

To register as a media representative, please contact the Registration Department c/o K.I.T. Group by email at inscription-colloque-NF2019@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.

Meeting Material

If the registration form and full payment are received no later than 24 April 2019, a Meeting bag is included in the registration fee for delegates, speakers and media representatives. If the registration form and/or full payment are received after 24 April 2019, K.I.T. Group cannot guarantee that a Meeting bag will be available. All Meeting 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, MasterCard or AMEX) or Carte Achat labo: Attendees should complete the relevant section of the registration form.

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

Account holder: 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 02
SWIFT-CODE: DRESDEFF100
IBAN: DE23 1008 0000 0514 0018 02
Reference: NF2019, your name, your participant number

Please note that bank transfer payment will be accepted until 24 April 2019 and that all transfer costs must be covered by the transmitter.

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

Account holder: 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 02
SWIFT-CODE: DRESDEFF100

IBAN: DE23 1008 0000 0514 0018 02
Reference: NF2019, your name, your participant number

Please note that the institutional order payment will only cover registration costs and will only be possible until 24 April 2019. All additional bookings i.e. lunch box, or NeuroNight must be paid by bank transfer or credit card. After selecting institutional order as payment method, the Registration Department c/o K.I.T. Group will contact you with two separate invoices (registration and additional bookings) and provide information to proceed with the 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).

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 Meeting and submit payment in full. Letters of Invitation will not be sent after 20 May 2019.

The Letter of Invitation does not financially obligate the Meeting organisers in any way. All expenses incurred in relation to the Meeting 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 delegates can only be acquired in the designated areas in the Meeting centre. It cannot be issued after the Meeting.

Lost Name Badge

The name badge must be worn at all times during the Meeting. Access to the Meeting facilities will not be granted without a proper name badge. If an attendee loses, misplaces or forgets the name badge, a handling fee of 15 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-NF2019@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 10 April 2019, 30 EUR cancellation fee will be charged. No refunds will be made for cancellations received after 11 April 2019.

Regarding additional bookings (lunch box or NeuroNight); cancellations will be possible until 10 April 2019 without a fee. After this date, no refunds will be possible. If payment for additional bookings is not made by 24 April 2019, the bookings will be automatically cancelled.

Refund requests will be processed after the Meeting 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 Meeting. 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 Meeting Programme

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

Cancellation of the Meeting

In the event that the Meeting cannot be held or is postponed due to events beyond the control of the Meeting organisers (force majeure) or due to events which are not attributable to wrongful intent or gross negligence of the Meeting organisers, the Meeting 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 Meeting organisers reserve the right to either retain the entire registration fee and to use it for a future Meeting, or to reimburse the attendee after deducting costs already incurred for the organisation of the Meeting and which could not be recovered from third parties.

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 meeting.

When you register or book additional services (NeuroNight, 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 three months after the end of the Meeting.

In addition, the Meeting 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.

Attendees can use the name badge with the barcode like a business card with any conference exhibitor to give them the complete contact details. In this case you decide to whom you provide your data. Please note that offering your badge to be scanned at an exhibition stand implies your acceptance that the respective company receives your complete contact details from the organisers and may contact you, using this data.

Granting of rights for photography, film and audio material for event documentation and public reporting

While accepting these general terms and conditions, the participants hereby give their consent to the creation of image, film and audio recordings related to the NeuroFrance Meeting 2019 and that this material can be shared and published within public reporting or used in social networks (Twitter, Facebook) related to the event without entitlement to remuneration.

Liability

The Meeting 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 Meeting 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 Meeting at his/her own risk. Oral agreements shall not be binding if these have not been confirmed in writing by the Meeting organisers.

Fulfilment and Jurisdiction

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