

ECTP CONFERENCE 2018

Palais des Beaux-Arts/Centre for Fine Arts – November 13-14, 2018

General Terms and Conditions

ECTP AISBL (hereafter ECTP) is responsible for the financial and legal aspects linked to the organization of the 2018 edition of the ECTP Conference, taking place at Palais des Beaux-Arts/Centre for Fine Arts (Rue Ravenstein 23, 1000 Brussels, Belgium - <http://www.bozar.be/en>) on November 13-14, 2018.

An Exhibition of Booths and Posters will take place during the 2 days of the Conference.

A Conference Dinner will be organized on Tuesday November 13, 2018.

Participants must register in advance, and as early as possible to benefit from lower registration fees. Online registration is managed through XING Events functionalities. The Conference website is available at <https://fr.xing-events.com/ECTPConference2018.html>. Please note that access to the Conference, the Conference Dinner and the Exhibition of Booths and Posters is subject to availability.

1 - REGISTRATION FEES

1-1 Conference

The registrations are managed through XING Events functionalities.

The registration fees indicated below are per person and are applicable only if **BOTH registration AND payment** are received before the mentioned deadlines. Otherwise, the higher registration fees will be applied.

	Normal fees	Reduced fees for ECTP Members ¹
Early bird registration (until 30/09/2018)	€ 380 ² (314.05 + 65.95 VAT)	€ 290 ² (239.67 + 50.33 VAT)
Regular registration (from 01/10/2018 to 07/11/2018)	€ 480 ² (396.69 + 83.31 VAT)	€ 380 ² (314.05 + 65.95 VAT)
Onsite registration (from 13/11/2018 to 14/11/2018)	€ 580 ² (454.55 + 95.45 VAT)	€ 480 ² (396.69 + 83.31 VAT)

Registration will be effective only after full payment is made by the participant.

The Conference fees comprise exclusively:

- Attendance to all plenary sessions, oral sessions and visual presentations
- Attendance to all Conference workshops / parallel sessions
- Lunches and coffee breaks
- Conference documentation with all information about the event.

The fees do not comprise travelling and accommodation costs, nor the Conference dinner fees.

1-2 Conference Dinner

A Conference Dinner, is organized on Tuesday November 13, 2018 (20:00 – 22:00) at the [Kwint Restaurant](#) (Mont des Arts 1, 1000 Brussels).

¹ Reduced fees are granted to ECTP Members (2018 annual fees duly paid).

² Prices are quoted in Euro (€) and include a Belgian VAT of 21%. Registration is subject to availability.

The dinner is reserved to the registered Conference attendees, who can come with an accompanying person. Should you wish to purchase additional dinner ticket(s), please check the corresponding box when registering online.

The dinner costs **80 €** (66.12 + 13.88 VAT) per person and should be selected when registering online.

1-3 Exhibition of Booths

Innovation cases will be exhibited through booths which will be set up in the Conference room also dedicated to lunches and coffee breaks. Proposals dealing with innovations coming from recent or ongoing EC-funded or transnational funded RDI projects will be given priority. Booths dedicated to other topics may be proposed but will be accepted only under room availability and interest. The selection is made by the organizers and is supposed to be fully accepted by the proposers.

The basic offer is a 4m² booth with carpet, 1 desk with lock, 2 stools and electricity connection at a cost of **500 €** (413.22 + 86.78 VAT). It does not include access to the Conference sessions. Booth renting will be primarily reserved to registered Conference attendees. For a larger booth or other arrangements, please contact conference@ectp.org.

Proposals for booths should be done through a specific form (available on the conference website) to be sent back **ASAP and at latest by October 31** to conference@ectp.org.

The booths accepted will be notified by an email including **a code to select the booth option** when registering online. The online registration for booths must be done separately and will be available from September 14 to October 31.

Roll-up posters can be brought by the exhibitors to be installed on their booth.

1-4 Exhibition of Posters

An exhibition of posters will be set up in the same room as the exhibition of booths.

Only **roll-up posters** related to the dissemination of information and/or results of ongoing EC-funded or transnational funded RDI projects can be exhibited for a cost of **80 €** (66.12 + 13.88 VAT) per poster.

Posters dedicated to commercial purposes will not be accepted.

Considering the limited number of available spaces, the exhibition of posters is **reserved to registered Conference attendees** and the posters will be accepted on a first come first served basis.

Requests to exhibit a poster have to be sent **ASAP and at latest by October 31** to conference@ectp.org.

You will receive an email with a **code to select the poster option** when registering online.

The online registration for the posters must be done separately and will be available from September 14 to October 31.

1-5 Other provisions

Payments for registrations must be settled in Euros (€). All prices are quoted in Euros (€) and include a Belgian VAT of 21 %. Payment in any other currency will not be accepted.

As Conference registration, Conference dinner and exhibition of booths & posters are subject to availability, the organizer reserves the right to allocate the registration, dinner and exhibition of booth & posters admission on a first come/first served basis.

To benefit from the early bird registration fees, all payments must be received within the deadline described in article 1-1. Any registration without payment within the deadline does not entitle to benefit from the reduced fees. Payment conditions set up in article 2 apply.

Admittance to the Conference without full registration including the payment of the registration fees cannot be granted. A full payment in advance is highly recommended since this will considerably accelerate the registration procedure upon arrival at the Conference venue.

2 - PAYMENT OPTIONS

ECTP has authorised XING SE to act on its behalf to collect fees and issue the invoices and confirmations of registration for the 2018 ECTP Conference.

The payment of registration fees can be done:

- **By credit card**

VISA, MasterCard and AMEX credit cards are accepted.

- **By bank transfer**

Please make sure to always add the account holder name AND payment reference (mentioned on the invoice), otherwise the payment cannot be tracked.

Bank charges, if any, shall be paid at source by the participant.

The bank transfer option will not be available anymore after October 22, 2018 (bank transfer and confirmation of payment might not arrive in time). **Therefore, only credit card payment will be accepted as from October 23, 2018.**

Payment should be transferred to:

Account holder name: XING SE

IBAN: DE30200303000132344001

BIC: CHDBDEHHXXX

Bank name: Bankhaus Donner & Reuschel

3 - INVOICE AND CONFIRMATION OF REGISTRATION

The invoice will be sent by email to the participants after their online registration. The confirmation of registration will also be sent by email:

- with the invoice for payments by credit card;
- upon receipt of full payments for the bank transfer option.

If a participant has not received the confirmation of registration within 14 days after his/her payment, he/she must contact the Conference Secretariat at conference@ectp.org.

Upon arrival at Palais des Beaux-Arts/Centre for Fine Arts, all participants must present their **confirmation of registration** at the Conference Registration Desk, which will be open during the following hours:

- Tuesday November 13, 2018: 9:00 – 18:00
- Wednesday November 14, 2018: 08:30 – 15:00.

The Conference team will provide participants with detailed information about the event and a **badge** which should always be worn visibly. The personalized badge authorises participants to attend all Conference sessions. Kindly be informed that the badge is not transferable to another person. We ask for your understanding that person-related admission might be a control issue of our staff. In case a participant would lose his/her badge or find a badge, he/she would be kind to report it immediately to the registration desk.

4 – CONDITIONS OF CANCELLATION

ECTP reserves the right to cancel any registration forthwith and without liability on its part in the event of any damage to, or destruction of the venue by fire, shortage of labour, strikes, industrial unrest, or any other cause beyond the control of ECTP, which shall prevent it from performing its obligations. In these circumstances, every effort will be made to find an alternative venue or propose a new date for the Conference.

Should the Conference be cancelled for any other reason by the organizers:

- until October 22, 2018: a 50% refund of the bill will be made;
- from October 23, 2018: no refund will be made.

Airfares, hotels or other costs incurred by the participants will not be reimbursed by ECTP.

Participants can cancel their registration subject to the following conditions:

- Cancellation must be notified in writing, using the link available in the email received after your registration. In case of problem, send an email to conference@ectp.org.
- For cancellations received:
 - until October 22, 2018: refund of registration fees minus a 50% administrative charge;
 - from October 23, 2018: no reimbursement can be made.

After agreement by the Conference Secretariat, all refunds will be processed by XING SE.

5 - NAME CHANGE

All registrations are only valid for the persons mentioned when registering online.

A registered participant unable to attend the Conference may nominate (free of charge) a substitute participant by notifying in writing the Conference Secretariat, by email at conference@ectp.org **before October 31, 2018**. We will then be able to consider the last name, first name and email address of the new participant.

However, we cannot change the invoice or make any other changes.

After October 31, 2018, no name change can be accepted for administrative reasons.

6 - SPONSORSHIP

There are 2 sponsorship packages for the Conference.

The **GOLD** Package (3.000 €) includes:

- 4 conference passes (access to all the sessions, lunches and coffee breaks)
- 1 exhibition booth (as described in article 1-3)
- logo on the conference website.

The **SILVER** Package (1.800 €) includes:

- 3 conference passes (access to all the sessions, lunches and coffee breaks)
- up to 2 roll-up posters
- logo on the conference website.

To become a sponsor, you should send an email to conference@ectp.org

7 - DISCLAIMER AND RESPONSIBILITIES

The Conference Organizer cannot be held responsible for any loss, injury or damage to any property, whatever the cause may be.

Liability of persons and enterprises providing means of transportation or other services, however, remains unaffected.

Should, for any reason outside the Organizer's control (e.g. political or economic circumstances or a case of 'force majeure'), the venue or speakers change, or the event be cancelled, the organizer will endeavour to reschedule, but shall not be held responsible for any costs, damages or expenses incurred by the participants.

If for any reason the organizer decides to make material changes to this Conference, the organizer is not responsible for airfares, hotels or other costs incurred by the participants.

Participants take part in the conference at their own risk.

Each participant is required to strictly follow the internal rules (including those related to the limiting of the picture/movie rights) of the Palais des Beaux-Arts/Centre for Fine Arts.

Each participant shall always be responsible for his/her conduct, actions and potential damage he/she may cause.

Booth equipment is placed under the full responsibility of the exhibitor of a booth during the whole Conference.

8 - COPYRIGHT

Conference and the documentation given to each participant are protected by copyright. The participant is not allowed to copy this documentation without the prior agreement of ECTP. The participant is allowed to use the conference documentation exclusively for his/her personal needs.

9 - AUTHORISATION

Participants authorise ECTP to take pictures during the conference and to use their image to promote the conference in any form including ECTP website (www.ectp.org).

Participants understand that ECTP:

- will not pay participants for the use of their image,
- will destroy the image(s) if participants withdraw their authorisation.

10 - LAW AND DISPUTES

Registration of a participant entails acceptance of these General Terms and Conditions.

ECTP and any participant agree to cooperate loyally and diligently to resolve any dispute that may arise regarding any difficulties of all kinds, which might come from the registration, the Conference, the Conference dinner and the exhibition of booths and posters.

Should resolution of the disputes not be achieved through the direct efforts of the representatives, they would be submitted to the jurisdiction of the competent court of Brussels.