

General Conditions:

Registration / Confirmation / Cancellation

Deadline for Early bird registration is **February 20, 2020**.

Registration and services booked can only be confirmed upon receipt of full payment or valid credit card details. In case of cancellation of participation until **February 20, 2020** registration fees will be refunded. A handling fee of **€ 40,-** per person will apply. The registration is nonrefundable after that date. Name changes incur a handling fee of **€ 10,-** per registration. In case of no-show or early departure no refund of registration fees will be made. The organizers will only accept request for refunds if they are in writing. Should you have any special requests for the processing of your invoice, kindly let us know when submitting your registration form. The re-issuing of an invoice incurs a **€ 10,-** handling fee. Prices of sub-contractors are based on the current tariffs and VAT rate. All prices and details, beyond our control, are subject to change.

Hotel Accommodation (if booked via MCI Deutschland GmbH)

The selected hotels have limited capacities. It is recommended to make your hotel booking as early as possible. If the desired hotel/ category is already fully booked, MCI Deutschland GmbH reserves the right to arrange accommodation in another hotel/ category. All changes and cancellations are to be made in writing and addressed solely to MCI Deutschland GmbH. In case of partial or full cancellation of the hotel reservation until **January 8, 2020**, a handling fee of **€ 20,-** per person will be charged. In case of cancellation or no-show without prior notice after **January 8, 2020**, all hotel nights reserved will be charged. In case of no-shows the right to the booked hotel room expires the following day at 9 am local time. For name changes and changes regarding the arrival and departure dates (no partial cancellation) a processing fee of **€ 20,-** per booking will be charged. The hotel is liable for damages if the reserved room is not made available. To secure adequate overnight capacities, hotel rooms for the meeting had to be contracted long time in advance. Hotels may publish online or last-minute promotion rates for a limited number of rooms which may vary from the prices contracted for the meeting.

Legal Conditions

If a third party takes over the contract from a guest, both parties are liable for payment of the invoices as well as for the rebooking fees. MCI Deutschland GmbH's liability for damages – not including personal injuries – is limited to three times to the total invoice amount, provided that the damage is not caused deliberately or in a negligent manner. The organizer of this event is MCI Deutschland GmbH. The scientific program is under the

responsibility of the scientific committee. These general terms and conditions and all subsequent information are to be considered as the legal basis for all reservations. Verbal agreements are not binding, unless confirmed in writing. All vouchers/documents will only be distributed upon receipt of full payment. Please pay any balance on time, as indicated on your invoice. There will be no refund or replacement for lost or unused vouchers/ documents. If the badge is lost or forgotten, a replacement badge will be issued at a charge of **€ 10,-**. Should the badge be mislaid a second time, the individual would need to re-register onsite at the published rates. The participant acknowledges that he/she has no right to lodge damage claims against the organizer should the meeting or parts hereof be hindered or prevented by unexpected political or economic events or generally by force majeure, or should the last-minute cancellation of speakers or other reasons necessitate programme changes.

Act of God / Force Majeure

It is mutually agreed that in the event of total or partial cancellation of the congress due to fire, strike, natural disaster (either threatened or actual), government regulations or incidents not caused by the organizer, which would prevent its scheduled opening or continuance, this agreement may be partially postponed or terminated as a whole. In this case, participants are not entitled to reclaim refunds on no account. Participants are obliged to have a civil liability insurance.

In the case of cancellation, a timely shift or changes in the duration of the event, the registration remains its validity. However, in this case a cancellation is possible with prior written consent of the organizer. Where justified, 25% of the invoice amount will be due as a general measure of compensation for costs occurred, payable by the applicant to the organizer. The proof of the non-occurrence of a loss damage or lower losses occurred, expressly remains within the responsibility of the applicant.

By completing the registration form, the participant agrees that his/her data may be used and processed for organizational purposes of this meeting. The collection, processing and use of these data is carried out in compliance with the protection of data privacy, and under the supervision of our data-protection representative. Exclusive Court of Jurisdiction is in Berlin, Germany, the headquarter of MCI Deutschland GmbH. The Creditor Identifier of MCI Deutschland GmbH is: DE60ZZZ00001064434