**Terms and conditions/guidelines**

# The organisers, ARTESS and IFOTES, are responsible for the program of the congress as well as the evening events and the accompanying program.

**All reservations are subject to the following terms and conditions/guidelines.**

**Congress registration / confirmation / cancellation**

Registration of participation and other bookings can only be confirmed after receipt of full payment in advance and/or submission of the complete data required for the electronic debiting of payments.

If **registrations to the congress**are cancelled before February 28th, 2019 the participation fee will be refunded, subject to the deduction of an administrative charge of € 30.- per person. After this date no refund will be possible. However changes of names are possible, with an administrative charge of € 10.- per registration. No refund can be made in the event of non-participation or earlier departure. Cancellations must be made in writing to [ifotes2019@keycongressi.it](mailto:ifotes2019@keycongressi.it).

If you have any special requirements with regard to the issue of the invoice, please notify us of these when you register your participation. There will be an administrative charge of € 10**.-** for subsequent changes to receipts.

Prices are subject to the current rates of the service providers involved, together with the applicable rate of VAT. The organisers expressly reserve the right to make any changes which become necessary due to circumstances outside of their control.

Verbal agreements will not be binding, unless they have been confirmed in writing. Vouchers / documents will not be made available until payment in full by the beginning of the congress. Vouchers / documents which are lost or unused cannot be replaced or refunded.

# Evening events and cultural program

All events and programs are subject to minimum participation numbers. If the minimum participation number for a specific event is not achieved up to 1 month before the start of the congress, ARTESS reserves the right to cancel the event and refund any advance payments which have been made. No refund will be made if a participant cancels his or her participation or fails to participate in any event. Participation in all events is at the risk of the participants themselves.

# Substitute participants

If a third party enters into the contract on behalf of the participant, both will be liable as joint and several debtors for the relevant receipt amount and any administrative charges incurred for changes to or cancellations of bookings. The organisers must be informed within one week about participation on the part of a third party.

# Liability

No claims for compensation can be asserted against the organisers if the implementation of the congress or parts of it is hindered or made impossible by unforeseen political or economic events or force majeure, or if changes to the program become necessary because of cancellations by speakers or similar contingencies.

In the event of force majeure (including but not limited to fire, industrial disputes, war, civil unrest, warlike or terrorist activities, impending or actual environmental catastrophes, volcanic eruptions, state restrictions etc.) or other unavoidable situations for which the organisers not responsible, the congress as a whole or in part may be postponed, suspended or restricted or modified in its duration. In this case those who have registered their participation will have no claim to a refund or compensation. It is the sole responsibility of those registering their participation to take out the necessary insurance in order to cover the risk of cancellation as a result of force majeure.

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 receipt 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.

The organisers accept no liability for any personal or material damage suffered by participants in the congress or those accompanying them.

Unless the damage was caused by wrongful intent or gross negligence, the liability of the organisers for any damage which is not to life and limb will be restricted to three times the receipt amount.

The conclusion of travel / illness and accident insurance is recommended.

# Data protection

# The recording, processing and use of the data will be implemented in compliance with the applicable data protection regulations.

# Place of jurisdiction

The sole place of jurisdiction for any dispute with the organisers (ARTESS) will be Udine.