

General Terms and Conditions

Definition

K.I.T. Group GmbH Dresden (hereafter referred to as K.I.T. Group Dresden) is the meeting secretariat of the XVI European Meeting on Glial Cells in Health and Disease, which takes place from July 08 – 11, 2023, in Berlin, Germany (hereafter referred to as European Glial Meeting 2023). K.I.T. Group Dresden is authorized to act on behalf of the congress host, the Netzwerk Gliaforschung e. V. (Network Glia). K.I.T. Group Dresden is responsible for registration and abstract submission, corresponding delegate services, as well as exhibition and sponsorship management. These General Terms and Conditions are valid for each registered attendee of this European Glial Meeting 2023. Any person registered (scientist, student, press representative, invited speaker, exhibitor, sponsor etc.) is considered an attendee.

The congress host reserves the right to change the congress format to hybrid or to purely virtual if external circumstances make it necessary.

Registration and Payment

The registration and payment deadlines are as follows:

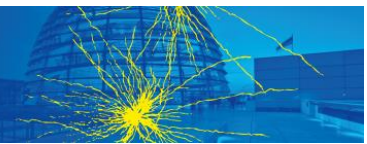
Early registration deadline:	February 6, 2023, 24:00:00 CET
Registration fee for accepted abstract authors:	April 28, 2023, 24:00:00 CET
Regular registration deadline:	June 19, 2023, 24:00:00 CET
On-site registration:	from June 20, 2023, 00:00:01 CET

Everyone who wants to attend the European Glial Meeting 2023 must register. Until the regular registration deadline, the registration to the congress is solely possible via the online registration form. With the completion of the online registration (by clicking the button “Bindingly register” or “Pay” at the end of the form) or handing in the on-site registration form on-site, the contract between K.I.T. Group Dresden and the participant is legally binding. K.I.T. Group Dresden is authorized to act on behalf of the Congress Host, the Network Glia.

Everyone who wants to register at a reduced registration fee (e. g. students, PhD students, press representatives, etc.) needs to provide the requested proof to K.I.T. Group Dresden upon registration.

The participant will receive an official confirmation of registration and invoice from K.I.T. Group Dresden via email. All registration fees must be paid in due time according to the due date stated on the invoice. For applying for the early/regular registration fee, payment in full must be made within the given deadlines. Otherwise, the meeting secretariat reserves the right to change the registration to the higher registration fee and send a new invoice.

Payments are only accepted in EUR and can be made by credit card or by bank transfer. Any bank charges must be paid by the participant. Cheques will not be accepted. All registration fees must be fully paid prior to the congress. If the payment is still outstanding at the first congress day, payment may



be made on-site at the registration desk by credit card or in cash. Only after full payment has been received, the registration will be considered valid.

Visa requirements and invitation letter

It is the sole responsibility of the attendee to take care of her/his visa requirements. Attendees who require an entry visa must schedule sufficient time for the application procedure. Attendees should contact the nearest embassy or consulate to determine the appropriate timing of their visa applications. It is recommended to apply for a visa at least three months in advance of the congress.

Everyone who requires an official letter of invitation can request it during the online registration. Invitation letters will be issued only for registered delegates, who fully paid their registration fee. Invitation letters will be issued electronically (as PDF file via email). Upon request, a hand-signed hard copy can be sent via regular mail service. Kindly note that tracking of regular mail is not possible and that mail delivery times are beyond the organisers control. Express delivery is possible upon request as well but will involve an extra service charge. Issuing the invitation letter 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.

Publication of Abstracts

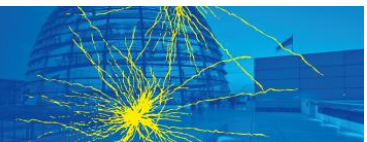
According to the publication policy of the European Glial Meeting 2023, only abstracts from authors who have registered and fully paid the registration fees according to the payment deadline mentioned in their invoice, will be published in the abstract book. Furthermore, the poster must be presented from the author (or at least any of its co-authors) in person on-site.

Name badge

On arrival at the congress venue, every attendee needs to proceed to the registration desk first to pick up the name badge. The name badge must be worn at any time during the congress and entrance to the congress premises will only be allowed when presenting a valid name badge. If an attendee loses, misplaces, or forgets the name badge, a handling fee of EUR 20.00 will be charged for re-printing the badge. Upon handing out a new name badge, the lost badge will become invalid.

Film, Photo and Video Recordings

Network Glia and K.I.T. Group Dresden are collaborating closely to create a comprehensive overview of the congress programme, interactions and events that may be of promotional interest to the society. Accordingly, please be informed that you may be filmed or photographed at any time (e.g., in the session rooms, or in the poster and exhibition area). With the registration to the congress, attendees confirm and agree to the publication of the above-mentioned photo/video material on congress-related websites, social media channels or printed matters.



Cancellation Policy

All registration changes and cancellations must be communicated to K.I.T. Group Dresden in written form by email or mail. In case of cancellation of the registration or cancellation of single bookings received by February 6, 2023, no cancellation fee will be applied but a handling fee of EUR 50.00 will be charged. For any cancellations received by March 31, 2023, a cancellation fee of 50% of the registration fee applies. No refund will be given for any cancellations made after March 31, 2023, and the claim for the full payment of all registration fees remains, respectively.

In case of abstract rejection, the paid fees will be refunded in full without any cancellation fee. In case of cancellations due to denied VISA applications, the full registration fee minus a processing fee of EUR 50.00 will be refunded after the congress if the visa was applied for in time. To apply for the refund, a proof of timely application together with an official notice from the embassy confirming that a visa could not be granted needs to be forwarded to K.I.T. Group Dresden by email or mail.

No refunds will be made for no-shows or early departures, even in cases of illness or force majeure on the part of the participant. Cancellations and booking changes are only accepted in writing. The date of receipt of the written cancellation/change of booking by K.I.T. Group Dresden shall be deemed the date of cancellation.

Cancellation of the congress | Force Majeure

If the European Glial Meeting cannot be held (neither in Berlin nor virtually) or is postponed due to events beyond the control of the organisers (force majeure), neither K.I.T. Group Dresden nor the Netzwerk Gliaforschung e. V. can be held liable by the participants for any damages. Under these circumstances, the organisers reserve the right to either retain the entire congress fee and use it for a future European Glial Meeting or to refund the participant after deducting the costs already incurred for the organisation of the congress which could not be reclaimed from third parties.

Insurance

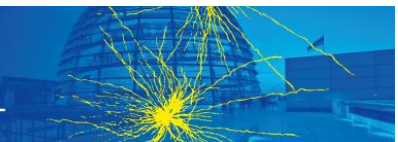
The registration fees do not include insurance of any kind. The organisers cannot accept any responsibility or liability for injuries or losses sustained because of any cancellations, accidents, illness, or other occurrences that may arise in connection with the congress or its evening events. Participants are advised to organise appropriate travel and health insurance themselves.

Liability

K.I.T. Group Dresden only acts as mediator and is not liable for any losses of things, in accidents, destructions and damages of property and/or in the injury of persons, the reason does not matter. Participants and accompanying persons participate in all congress events on their own risk.

Place of Fulfilment

The court of jurisdiction is Dresden. The law of the Federal Republic of Germany applies. All dates and times mentioned in line with the European Glial Meeting 2023 refer to Central European Time (CET).



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 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 February 2023)