



## General Terms and Conditions

### Definition

K.I.T. Group GmbH Dresden (hereafter referred to as K.I.T. Group) is the Workshop secretary of the 11<sup>th</sup> International Workshop on High Resolution Depth Profiling, which takes place in Dresden, Germany from 26 – 29 August 2024 (hereafter referred to as HRDP-11). K.I.T. Group is authorized to act on behalf of the workshop host, Helmholtz-Zentrum Dresden Rossendorf (HZDR), Dresden, Germany. K.I.T. Group leads the workshop secretariat and is responsible for registration and corresponding delegate services. These General Terms and Conditions are valid for each registered attendee of this HRDP-11 workshop. Any person registered (delegate, student, press representative, invited speaker, exhibitor, sponsor etc.) is considered an attendee.

### Registration and Payment

The registration and payment deadlines are as follows:

Early registration deadline: 31 May 2024, 23:59:59 (CEST)

Standard registration deadline: from 01 June 2024, 00:00:01 (CEST)

Everyone who wants to attend HRDP-11 must register. The registration to the workshop is solely possible via the online registration form. With the completion of the online registration (by clicking the button "Bindingly Register" at the end of the form), the contract between K.I.T. Group and the participant is legally binding. K.I.T. Group is authorized to act on behalf of the workshop host, Helmholtz-Zentrum Dresden Rossendorf (HZDR).

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

The participant will receive an official confirmation of registration/invoice from K.I.T. Group 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/standard registration fee, payment in full must be made within the given deadlines. Otherwise, the Workshop Organization 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 have to be paid by the participant. Cheques will not be accepted. All registration fees must be fully paid prior to the workshop. Exceptions can only be made, if a written request has been officially confirmed by the workshop host and sent to K.I.T. Group. In this case, payment may be made on-site at the registration desk in cash or by credit card. 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 his/her 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 workshop.

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 organizers 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 workshop organizers in any way. All expenses incurred in relation to the workshop are the sole responsibility of the attendee.

### **Name badge**

On arrival at the workshop venue, every attendee needs to proceed to the registration desk first in order to pick up the name badge and the workshop material. The name badge has to be worn at any time during the workshop and entrance to the workshop 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 15.00 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**

HZDR, the LOC and K.I.T. Group are collaborating closely to create a comprehensive overview of the workshop 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) and any presentation you deliver may be recorded. With the registration to the workshop, attendees confirm and agree to the publication of the above-mentioned photo/video material on EUFOAM related websites, social media channels (LinkedIn, Twitter, Instagram) or printed matters.

### **Cancellation Policy**

All registration changes and cancellations must be communicated to K.I.T. Group in written form (by email). In case of cancellation of the registration or cancellation of single bookings received by 25 July 2024, no cancellation fee will apply. For any cancellations received by 12 August 2024, a cancellation fee of 50% of the registration fee applies. No refund will be given for any cancellations made after 12 August



2024, and the claim for the full payment of all registration fees remains, respectively. In case of cancellations due to rejection of the submitted abstract, your registration will be cancelled 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 workshop 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 by email. No refund will be given for unattended events, in case of illness or early termination of attendance.

### **Cancellation of the workshop | Force Majeure**

If HRDP-11 cannot be held or is postponed due to events beyond the control of the workshop host ("force majeure"), neither the host nor the workshop organizer can be held liable for any damages resulting for the attendees. Under these circumstances, the workshop organizers reserve the right to either retain the entire registration fee and to re-book it for a future workshop, or to reimburse the attendee after deducting costs already incurred for the organization of the workshop, which could not be recovered from third parties.

### **Insurance**

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

### **Liability**

K.I.T. 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 workshop events on their own risk.

### **Place of Fulfilment**

The court of jurisdiction is Germany, location of the workshop host. The law of Germany applies. All dates and times mentioned in line with HRDP-11 refer to Central European Summer Time (CEST).

### **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.