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GENERAL TERMS AND CONDITIONS

Definition

K.I.T. Group France Association & Conference Management is the PCO – Professional Congress Organiser (hereinafter named K.I.T. Group France) of the CEISAL 2025 (hereinafter named the organizer) to be held in **Paris, 02 to 04 June 2025**. CEISAL has assigned K.I.T Group France as responsible for the registration and housing management of the CEISAL 2025.

As part of its mandate, K.I.T. Group France invoices and collects registration fees on behalf of Sorbonne Nouvelle University.

General Terms and Conditions for Registration

These general terms and conditions are valid for each attendee registered for the CEISAL 2025. Any participant and/or student may be considered as an attendee – excluding groups:

- Student
- Academics
- Auditor

Registration

The registration deadlines are as follows:

- Preferential rate: until March 15th, 2025
- Standard rate : until last day of the congress

Category Registration

The following categories will be available:

- Student
- Academics
- Auditor

Only fully completed registration forms will be accepted. The registration fee is based on the date of receipt of the registration form and payment in full in accordance with the deadlines mentioned above. Should a deadline be missed, the next valid registration fee is applicable. Registration will only be confirmed upon receipt of payment in full.

REGISTRATION FEES

Registration category	Preferential rate until March 15 2025	Standard rate from March 16, 2025
Student*	150,00 €	175,00 €
Academics / other professionals	250,00 €	300,00 €
Auditor	100,00 €	115,00 €

* *Student registration* : To be able to register as a full-time student a valid student ID providing proof of full-time enrolment at a recognized university is required at the time of registration and must be uploaded in the registration platform. If proof cannot be presented, the regular participant registration fee will apply

Student, academics / other professionals registration fees include:

- Access to all sessions
- Book of abstracts (electronic)
- The Welcome Reception on Monday 02 June in the late afternoon
- Lunches and coffee breaks throughout the congress

Auditor registration fee includes:

- Access to all sessions

Onsite registration fee

It will be possible to register onsite at the standard rate.

To be eligible to register for the Congress, attendees must be at least 18 years old. Attendees may be asked to present an official identity card stating their age.

Methods of payment

Payment is required at the time of registration. It is mandatory to be made in EUR only, using the following methods:

1. Credit card (Visa, Mastercard): Attendees should complete the relevant section of the registration form.
2. Bank transfer (Payment (EUR only) until 16 May 2025 latest):
Please note that all transfer costs shall be prepaid by the sender.



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Letter of confirmation/payment receipt

A letter of confirmation/payment receipt will be sent by email once the Congress Secretariat has received the fully completed registration form and the related payment.

Letter of invitation

In order to receive a letter of invitation, attendees must first register for the Congress online, ask on the platform online for a letter of invitation completing the necessary details and submit payment in full.

Letters of invitation will not be sent after the standard registration deadline.

The letter of invitation shall not financially obligate the Congress Organiser in any way, nor shall it guarantee that the attendee will automatically receive a visa. All expenses incurred in relation to the Congress shall be the sole responsibility of the attendee.

Visa requirements

The attendee is solely responsible for his/her own travel to and from the congress venue, including clarification of entry requirements. The attendee is responsible for clarifying and complying with all visa regulations. K.I.T. Group France can neither advise nor act as an intermediary in any form of travel and visa matters.

Registration cancellation policy

Notification of cancellation shall be made in writing and sent to the Congress Secretariat by sending an email to registration-ceisal2025@kit-group.org. The notification shall include all the relevant information regarding the bank account to which a possible refund may be remitted.

- If the written notification of cancellation is received before 15th April 2025 a handling fee of 50 EUR will be deducted from the refund sum.
- If the written notification of cancellation is received from 16th April 2025 to 02nd May 2025 a handling fee of 50% of the total sum will be deducted from the refund sum.
- No refunds will be made for cancellations received from the 3rd May 2025.

Refunds will be credited only to the person/entity who/which paid the original registration. Reimbursement to or for the benefit of third parties is excluded.

No name change will be allowed.



Data Protection and Sharing of contact details

The collection, processing (including data storage, changes, transmission, blocking and deletion) and use of all personal data of the registration are carried out in compliance with the legal provisions on data protection.

K.I.T. Group France collects and stores personal data for the preparation and implementation of the congress. When you register, you are invited to fill in the online form and to indicate the following information: name, address, e-mail, telephone number and your reservation preferences. This information is essential for the proper execution of your registration or reservation (in particular for sending the reservation confirmation).

If you choose to pay by credit card, you will also be asked for credit card details (credit card type and number, security code, expiration date, name of cardholder). All this information will be treated and stored confidentially and in compliance with the legal provisions on data protection.

In order to guarantee and protect the data you have transmitted to us, the information is transferred by means of a secure server which encrypts all your personal data as well as your credit card data. The encryption method used is the industry standard Transport Layer Security (TLS). Our TLS certificate has been issued by UTN -usertrust.com.

In addition, technical and personal security procedures are in place to limit access to and use of personal data. Only authorized employees may access it in the course of their duties related to our services.

Our server and network are protected by firewalls, and we have an alarm system in place to detect and manage intrusions and/or abuse of our server. Your credit card details will be retained by K.I.T. Group France for three months after the date of the congress.

In addition, the congress organizers may periodically share personal contact details with third parties, who may contact participants regarding activities offered at the congress or provide information that may be of interest to them. Therefore, data may be passed on to third parties unless the participant has expressed a contrary opinion. Your full contact details will only be passed on if:

- You give your explicit consent,
- A third party proves to the congress organizers that you have violated the rights of that third party and thus requests the disclosure of your data,
- The congress organizers are obliged to pass on your data, e.g. because of an official request or legal proceedings.

For any request concerning personal data, please contact us: france@kit-group.org. Authorization to use the image of a person in terms of photographic, video or audio material for the documentation of the event or its media coverage.



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By accepting these terms and conditions, the event participant explicitly agrees to the creation of images, films and audio documents representing him/her in the context of the congress and authorizes their use, sharing and publication for documentation and communication purposes, in particular on social networks (Twitter, Facebook, Instagram...) and this without financial consideration.

Severability clause

Should individual provisions of these General Terms and Conditions of Business be and/or become invalid and/or impracticable, the remaining provisions shall not be affected thereby. Rather, the parties undertake to replace the ineffective and/or impracticable provisions with legally valid and/or practicable provisions that correspond to the ineffective and/or impracticable ones in economic terms. This also applies to any loopholes.

Right of modification

K.I.T. Group may make changes and/or additions to these General Terms and Conditions at any time. The attendees will be informed of such revisions from time to time. If the changes and/or amendments concern essential parts of the contract and if the rights of the attendees are substantially changed as a result, each attendee with an existing and paid registration will be informed separately with the possibility of consent.

As of 06 November 2024,

K.I.T. Group France
Association & Conference Management
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75008 Paris, France