



REGISTRATION - General Terms and Conditions

Definitions

The Federation of European Neuroscience Societies, Stichting Federation of European Neuroscience Societies Marketing Foundation ("FENS" or "Host") is the Scientific and Content Organiser of the FENS Forum 2024 to be held 25-29 June 2024 in Vienna, Austria (hereinafter the "Forum") and has entrusted K.I.T. Group GmbH Association & Conference Management (hereinafter "K.I.T. Group" or "FENS Forum Registration Team" or "Organiser") as the Professional Conference Organiser ("PCO") with the administrative organisation and implementation of the event.

The organiser leads the Forum secretariat and is responsible for Forum services such as, but not limited to registration services, hotel accommodation, sponsorship opportunities, exhibition management, etc.

General Terms and Conditions for Registration

These General Terms and Conditions apply to all Forum registrations and are valid for each participant registered for the Forum. Any registered person is considered a participant. These terms and conditions are also binding for all group registrations.

Forum Registration

The registration deadlines are as follows:

Early registration deadline:	9 February 2024, 23.59 CET
Regular registration deadline:	14 May 2024, 23.59 CET
Late registration:	from 15 May 2024 00.00 CET

Only fully completed registration forms will be accepted. The registration fee is based on the date of the receipt of the registration form or completed online registration as well as the payment in full in accordance with the deadlines mentioned above. The online registration can be completed by clicking the button "register" which can be found at the end of the form. Should one deadline be missed, the next applicable fee will be charged automatically. The registration will only be confirmed upon receipt of payment in full.

If the maximum participant capacity is reached, the organiser reserves the right to refuse any registration. A claim to participation is excluded in this respect. Only registered participants will be permitted access to the Forum. The minimum age to register for participation is 18 years. Participants may be asked to present an official identity card stating their age.

The registration fee for regular participants includes admission to the Forum venue, to all Forum sessions, participation in the interactive sessions in the open scientific theatre, eligibility to submit a poster and present it in a dedicated poster session, access to the exhibition and sponsored sessions, poster sessions, live poster discussion, the opening ceremony and eligibility to join other networking events.

Reduced registration fees

Member

1. Paid members of one of the FENS member societies and individual FENS members with full membership validation.
2. Members of the Society for Neuroscience (SfN) may also benefit from the same registration fees as FENS members. (Proof of membership must be uploaded during registration. This can either be your membership card or proof of payment/transaction receipt.)
3. Partner society members who are not based in a country with a national member society of



FENS, may benefit from reduced registration rates for the Forum 2024. Proof of membership must be uploaded during registration (membership card).

Disclaimer - Please note that participants based in a European country with a FENS national society, cannot register as a SfN or partner society member and benefit from the discounted member rates. For further information and a list of the member societies of FENS, please click [here](#).

If you are a member of one of the neuroscience Societies constituting FENS, do not forget to login as a member using your FENS Member ID and password when you register for the FENS Forum 2024. You can check your scientific profile and affiliation in the member registry via the [FENS website](#). If you forgot your login credentials you may retrieve these [here](#). Note that your membership status will be checked with the relevant society.

Participants from low-income & lower-middle-income economies (as per World Bank categories) can also benefit from reduced registration fees, which are automatically generated according to the country of residence entered during the registration process.

Low attendance countries

Participants from European countries with less than 60 participants at the FENS Forum 2022 can also benefit from reduced registration fees, which are automatically generated according to the country of residence entered during the registration process.

Students

Only pre-doctoral students are eligible to benefit from the reduced registration fee and must upload a letter proving their status (i.e. a signed statement from their Department Head or supervisor stating they are pre-doctoral students). Postdoctoral fellows, hospital residents, interns and laboratory technicians do not qualify for the student rate.

Media Registration

To register as a media representative, please contact communications@fens.org for application. You will then receive further information. There is no registration fee for accredited media representatives.

Group Registration

Registrations for 5 or more persons will be handled separately as a group booking. Please contact fensforum_registration@kit-group.org for further information. There is no discount for group registrations available.

The organiser shall not be held responsible for the double booking of an individual delegate or group made by another company or organization.

A payment order will be sent by email to the group manager once the organiser has received the fully completed registration form. Payment for the group registration shall be transferred immediately upon receipt of the payment order. A final registration invoice shall be issued and sent to the group manager after the Forum.

The organiser will provide the group manager with information on how to communicate the names of their group members. Individual data of each group member such as first name, last name, individual email address and address of main residence must be provided. The deadline to submit the information of each group member is always the next upcoming registration deadline.

New group requests will be considered until 28 May 2024, 24:00 CET (names, required delegate data and payment in full must be made until 11 June 2024) to guarantee a smooth procedure. After that date, only individual online registration will be possible. All other regulations mentioned in this general terms and conditions also apply for group registration.



Methods of Payment

Payment is required at the time of registration and is due in EUR, using one of the following methods:

1. Credit Card

Visa, AMEX or MasterCard are accepted. Credit cards are debited in EUR.

2 Bank Transfer

Account Holder:	K.I.T. Group GmbH
Bank:	Commerzbank Berlin, Kurfürstendamm 237, 10719 Berlin, Germany
SWIFT-CODE:	DRESDEFF100
IBAN:	DE66 1008 0000 0514 0018 04
Reference:	Participant name, Participant number, FENS Forum 2024

Please note that **all bank fees** and money transfer costs (including charges that may be incurred on the receiving bank end) must be covered by the sender. Cheques will not be accepted.

Letter of Confirmation/Payment Receipt

A letter of confirmation / invoice will be sent by email once K.I.T. Group has received the fully completed registration form and the related payment.

Without the QR code from the confirmation letter, independent printing of the name badge at any self-printing terminals that may be present at the venue is not possible.

Letter of Invitation

Individuals requiring an official Letter of Invitation can request one from the Forum Registration Team. To receive a Letter of Invitation, participants must first register to the Forum and submit payment in full.

The Letter of Invitation does not financially obligate neither the organiser nor the host in any way. All expenses incurred in relation to the Forum are the sole responsibility of the participant.

Visa Requirements

It is the sole responsibility of the participant to take care of his / her applicable visa requirements. Any participant requiring an entry visa must allow sufficient time for the application process. Participants 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 4 months in advance of the Forum. When the registration has already been paid, the registration fee minus a handling fee of 50 EUR will be refunded after the Forum (no later than 90 days after the Forum) if the visa was applied for in time, and proof of this, together with an official notice from the embassy confirming that a visa could not be granted, is forwarded to the organiser at fensforum_registration@kit-group.org.

Certificate of Attendance

A certificate of attendance for regular participants and students will be sent electronically after the Forum to the e-mail address provided by the participant during registration. It is not possible to issue the certificate of attendance on site. Any claim in this regard is excluded.

Technical Workshops

All technical workshops require pre-registration and have a maximum number of participants. Should the minimum number of participants not be reached, the organiser reserves the right to cancel the workshop.



Credit will not be given for unattended events or early termination of attendance. Refunds will be credited only to person / entity who / which paid the original amount.

Registration Cancellation Policy

Participation in the Forum can be cancelled with entitlement to refund. If your cancellation email is received by 20 February 2024 you will receive a refund in the sum of 50% of the paid registration fee. No refunds will be made for cancellations received after this date. A notification must be sent in written form to the Forum Registration Team by email fensforum_registration@kit-group.org. The notification must include all the relevant information regarding the bank account to which a possible refund may be remitted. Refunds will be credited only to person / entity who / which paid the original registration. Reimbursement to or for the benefit of third parties is excluded.

After 20 of February, cancellation of registration (with no penalty) is possible only in case a submitted abstract is rejected. If the abstract is rejected and upon notification of the participant, the paid registration fee will be refunded minus 30 EUR handling fee. The abstract submission fee will not be refunded.

If the first author of an abstract cancel the registration, the abstract will not be included in the scientific programme.

Additional items such as the technical workshops, water bottles, Jump the Fens, carbon emission offsetting and childcare are non-refundable.

Please note that the childcare service will be available pending a minimal number of children that will register by 22 April 2024. If the childcare service is not provided, the fee will be reimbursed after the FENS Forum.

Attendance of the Mini Conferences requires separate registration. A registration fee for the Mini Conferences may apply for participants not registered to the FENS Forum.

Refund requests will be processed after the Forum only. They shall be made in writing and sent to the Forum Registration Team by email to fensforum_registration@kit-group.org.

FENS Travel Grants

Only eligible applicants who are not awarded a travel grant have 10 business days after travel grants notifications to cancel their registration and request a refund minus EUR 30 handling fees. **Abstract submission fee will not be refunded.** Please check carefully the [eligibility criteria](#) for the FENS travel grants.

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

Registration Category Change

A handling fee of 50 EUR will be charged for registration type changes. If there is a change to a lower (reduced) registration fee, K.I.T. Group may request a corresponding proof. Refund requests will be processed after the Forum only. They must be made in writing and sent to the organiser by email via fensforum_registration@kit-group.org. Refunds will be credited only to person/entity who/which paid the original registration. Reimbursement to or for the benefit of third parties is excluded.

Registration Name Change

A handling fee of 50 EUR will be charged for every name change to an existing Forum registration. A registration form for the substitute participant should be submitted, as well as a proof for the reduced fee if applicable.



Lost Name Badge

The official Forum name badge must be worn at all times during the Forum. Access to the Forum facilities will not be granted without a proper, valid name badge. If a participant loses, misplaces or forgets the name badge, a handling fee of 50 EUR will be charged for a new name badge. Upon handing out a new name badge, the lost badge will become invalid.

Access

Admission to the venue is for registered participants only. Children and adolescents are generally not admitted to the venue (only those who booked the childcare service). Access to the opening ceremony will also be granted to registered participants only. Seats in the session rooms are limited. Refunds will not be made if all seats are taken. It is the responsibility of the participant to access the session rooms in good time.

Modification of the Forum Programme

The Forum programme is published as an indication only and may be subject to modification at any time in terms of time, location, theme, and content (in particular to the programme schedule, the appointment and/or selection of speakers, the technical environment, programme duration, etc.) The participant has no claim to the staging of a particular speaker and/or event, to a particular event duration or to the provision of a particular content. Changes to the programme do neither constitute a right of withdrawal nor refund claim on the part of the persons registered, provided the character of the event as a specialist event in the specified subject area is not affected by the changes.

Cancellation of the Forum; Force Majeure; Hardship

If the Forum cannot be held or is postponed, or if the Organiser is prevented through no fault of its own from fulfilling its obligations in connection with the Forum due to external, unforeseeable events beyond its control ("Force Majeure"), or if circumstances arise, which could not have been foreseen and in the presence of which the Organiser would not have concluded this Contract in such a way and the elimination of which cannot be carried out by economically reasonable means ("Hardship"), the Organiser shall have the right to cancel the Forum immediately after the aforementioned circumstances become known and/or to terminate the Forum without any liability and shall be released from its obligations to the participants. In these cases, the Organiser cannot be held liable by the participants for any damages, costs or losses such as transportation costs, accommodation costs, financial losses, lost profits, etc. In these circumstances, the Organiser reserves the right to either retain the entire registration fee and use it for a future or rescheduled Forum or to reimburse the participant for the costs already incurred for the organization of the Forum that could not be recovered from third parties.

Hygiene and safety regulations; House rules

Participants are obliged to inform themselves before or during their participation at the Forum about the currently valid official and/or organiser-issued regulations on pandemic or epidemic-related containment measures and to comply with them. In addition, participants are obliged to observe the hygiene and safety measures or concepts issued by the organisers and to inform themselves independently at all times about any corresponding adjustments.

By entering the venue, each participant accepts the house rules of the Forum venue, which can be viewed at the registration counter. The participant is aware that the consumption of food and beverages brought to the Forum is not permitted.

Data Protection and transfer of personal data

During the registration process and the execution of the Forum the personal data of each participant is processed. All personal data will be processed in accordance with the applicable



national data protection regulations and in particular the General Data Protection Regulation GDPR (Regulation (EU) 2016/679) and the German Federal Data Protection Act (BDSG).

Personal data will not be forwarded to a third party unless in accordance with Art. 6 Sec. 1 lit a-f GDPR: (a) express consent, (b) performance or conclusion of a contract, (c) fulfilment of a legal obligation, (d) protection of vital interests of the data subject or another natural person, (e) public interest or exercise of official authority, (f) legitimate interest of the data controller and balancing of interests.

The lead capture procedure can be used at the Forum. In this case, an industry partner receives the right to generate the personal data stored on the name badge by scanning it at its events or on its event stand and to use it for advertising purposes in return for payment of a sponsorship fee. The disclosure or transmission of personal data obtained in the lead capture process to the industry partner for the aforementioned purpose takes place because the processing is necessary to safeguard the organiser's legitimate interest in the sound financing of the Forum and outweighs the interests or fundamental rights and freedoms of the participants when visiting the industry exhibition or events, which require the protection of personal data (Art. 6 (1) lit. f GDPR). You can object to the processing of your personal data by the organiser at any time (Art. 21 GDPR).

In all other respects, the data protection provisions of the industry partner with all information on exercising your rights apply when you scan the badge.

In the course of participation in the Forum, personal data may be processed by companies based in third countries without adequacy decision by the European Union Commission. The participant consents to such data processing insofar as it is necessary for his participation and the full use of the Forum services, although the assertion of rights under data protection law and powers of appeal may be limited or made more difficult.

For further details on data processing, your rights as a data subject to information, objection, revocation of consent, blocking and deletion of personal data as well as access to personal data and how to contact the data protection officer, please refer to [privacy policy](#).

Intellectual Property Rights

All content (trademarks, brands, copyrights, etc.) displayed at and/or during the Forum remain the property of their respective owners and are used for identification purposes only. The content and compilations published on the event website and/or related websites are subject to the applicable copyright laws. The reproduction, editing, distribution, sharing and/or any kind of exploitation outside the limits of the applicable copyright laws require the written consent of the respective author and/or creator.

Downloads and copies of information, documents, files, presentations, and other content shared are only permitted if explicitly marked and solely for private use. The commercial use of content is prohibited without the consent of the author/creator. Insofar as the content on the event platform website has not been created by the organiser, the copyrights of third parties will be observed. Contributions of third parties are marked as such on the event platform website. Should a copyright infringement nevertheless occur, the organiser requires a corresponding notice. The relevant content will then be removed immediately.

Indemnification for copyright infringement

The participant confirms that any Forum-related use or exploitation of works and/or materials employed or used by him/her in connection with an activity or on the occasion of participation in such an activity (i.e., lecture, presentation, moderation and/or other contributions, etc.) is done



lawfully and in particular in compliance with all applicable copyright protection regulations and in recognition of all rights of third parties.

The participant further confirms that the above assurance also extends to the documentation of the event and public reporting by means such as photography, filming and recording as described above. The participant/presenter shall indemnify and hold harmless the Organiser and/or the hosting party from any claims, liability, loss or expense (including attorneys' fees as legally permissible) arising out of any breach of the foregoing representations.

The Forum website and its use

Unless otherwise expressly stated or evident from the circumstances, all content displayed on the Forum website is the property of the organiser. Each participant with completed and confirmed registration is entitled to view any part of the Forum website and to copy or download content, provided it is used exclusively for personal or non-commercial use and third-party rights are not opposed. Any other reproduction of the contents of the Forum website requires in any case the permission of the organiser.

Viruses or other technical malfunctions; blocking of access; disclaimer of warranty

All reasonable efforts will be made to ensure that downloadable content is free of viruses. The organiser cannot accept liability for any damages resulting from viruses affecting third party computer systems that originate from this website and/or any digital event platform. The organiser cannot guarantee trouble-free use of the Forum website and/or any digital event platform. Any claims for damages in this regard are excluded.

Access to the Forum website, the associated digital offers and/or any digital event platform can be blocked temporarily or permanently if there are concrete indications that the participant is violating or has violated these GTC and/or applicable law or if the organiser has another justified, substantial interest in blocking access. When deciding on a blocking, the legitimate interests of the participant will be taken into account appropriately.

The organiser does not guarantee the adequacy, accuracy and/or completeness of information published in connection with the Forum. Furthermore, the organiser does not guarantee uninterrupted and/or error-free access to the Forum websites. The organiser shall endeavour to remedy such interruptions as quickly as possible using economically reasonable means. In all other respects, the regulations from the area of connectivity or technical issues apply.

Film, photo, and video recordings

The participant understands that the organiser will create image, film and audio recordings related during the Forum for educational purpose. This material can be shared and published within public reporting or used in social networks (Facebook, Twitter, Instagram) about the event without entitlement to remuneration. The participant explicitly gives her/his consent to the use of her/his images, voices and other content captured at the event for publications and communications relating to the event according to the effective law. In this respect, the participant waives any remuneration and will not assert any claims for remuneration whatsoever. The participant can withdraw her/his consent at any time by contacting the Forum Registration Team via email to fensforum_registration@kit-group.org.

Limitation of liability

The organiser is liable within the scope of due diligence in accordance with the statutory provisions. The liability of the organiser is limited to intent and gross negligence. Liability for damages caused by commissioned third parties remains unaffected. Participants attend the FENS Forum and all associated events at their own risk.



The abovementioned exclusions of liability do not apply in case of damage of life, body and health. The liability pursuant to the product liability law remains unaffected.

The above disclaimers apply also to the benefit of employees, agents and other third parties the organiser has retained for the execution of the registration agreement.

Place of performance and jurisdiction

Place of performance and jurisdiction is - as far as legally permissible - Berlin.

The law of the Federal Republic of Germany shall apply to the exclusion of the UN Convention on Contracts for the International Sale of Goods.

Requirement of written form

Oral agreements have not been made. Changes and/or additions to these terms and conditions must be made in writing to be effective. This also applies to the waiver of the requirement of the written form.

Severability clause

Should individually 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 which correspond to the ineffective and/or impracticable ones in economic terms. This also applies to any loopholes.

Right of modification

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

As of 24 November 2023

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