

General Terms & Conditions

Registration & Cancellation Policy

- I understand that the deadline for pre-registration is 21 August 2011.
- Any registrations or payments received thereafter, confirmation documents will be handed out onsite.
- Registration and services booked can only be confirmed upon receipt of full payment or valid credit card details.
- I further understand that my registration is non-refundable after 5 June 2011. The organizers will only accept requests for refunds if they are in writing and received by the organizers no later than 5 June 2011. A handling fee of €18 per person will apply.
- No refunds will be issued after 5 June 2011.
- Name changes incur a handling fee of €18 per registration.
- In case of no-show or early departure no refund will be issued.
- Cancellation of registration must be in writing.
- Should you have any special requests for the processing of your invoice, kindly let us know when submitting your registration form. The re-issuing of an invoice incurs a €20 handling fee.
- All prices listed are correct at time of publication, all tariffs and VAT rate are subject to change.

Name Badge Replacement Policy

Participants can only collect their name badges upon arrival at the conference from the registration area. If the badge is lost, a replacement badge will be issued at a charge of €20. Should the badge be mislaid a second time, the individual would need to re-register onsite at the published rates.

Additional Workshops & Conference Party

Each additional workshop and the conference party require a minimum number of participants:

- Workshops: if the minimum is not reached by four weeks prior to the conference the workshop in question will be cancelled and a full refund will be given.
- Conference party: if the minimum is not reached by 14 days prior to the conference the party will be cancelled and a full refund will be given.

In both cases, should an individual cancel their own participation, no refund will be issued.

Participants take part in all aspects of the programme, additional workshops and social events at their own risk.

Hotel accommodation

The selected hotels have limited capacity. It is recommended to make your hotel booking as early as possible. If the desired hotel / category is already fully booked, MCI Deutschland GmbH reserves the right to arrange accommodation in another hotel / category. All changes and cancellations are to be made in writing and addressed solely to MCI Deutschland GmbH.

In case of partial or full cancellation of the hotel reservation before 6 June 2011, a handling fee of €40 per person will be charged. From 6 June until 3 July, if one hotel night is cancelled, this hotel night will be charged. In case of partial or full cancellation of two or more hotel nights, 50% of the booked hotel nights will be charged. In case of cancellation or no-show without prior notice after 3 July 2011, all hotel nights reserved will be

charged. In case of no-shows, the right to the booked hotel room will expire the following day at 09:00am local time. A €30 handling fee per person will be charged for changes in hotel reservations. The hotel is liable for damages if the reserved room is not made available. MCI Deutschland GmbH will charge the deposit for the first night on behalf of the hotel. The amount will be transferred directly to the hotel and will be deducted from the final invoice issued by the hotel upon departure. The final invoice (including VAT) can only be issued by the hotel. Please ask for this invoice at the hotel reception.

Should a third party take over the contract from a participant, both parties are liable for payment of the invoices as well as the re-booking fees.

To secure adequate overnight capacity, MCI Deutschland GmbH contracted these hotel rooms for the conference a long time in advance. Hotels may publish online or last-minute promotional rates for a limited number of rooms which may vary from the prices contracted for the conference.

Legal conditions

Organizer of *The EMBO Meeting* is *Gesellschaft zur Förderung der Lebenswissenschaften Heidelberg GmbH* (VAT Nr. DE264471047). The scientific programme is the organizer's responsibility. MCI Deutschland GmbH is acting as an agent for hotel accommodation and social programme. Registration fees are collected by MCI Deutschland GmbH on behalf of the organizer. All vouchers / documents will only be distributed upon receipt of full payment. Please pay any balance on time, as indicated on your invoice. There will be no refund or replacement for lost or unused vouchers / documents.

Liability

MCI Deutschland GmbH's liability for damages – not including personal injury – is limited to three times to the total invoice amount, provided that the damage is not caused deliberately or in a negligent manner.

The participant acknowledges that he/she has no right to lodge damage claims against the organizer should the holding of *The EMBO Meeting* be hindered or prevented by unexpected political or economic events or generally by force majeure, or should the last-minute cancellation of speakers or other reasons necessitate programme changes.

These general terms and conditions and all subsequent information are to be considered as the legal basis for all conference participants. Verbal agreements are not binding, unless confirmed in writing.

By completing the registration form, the participant agrees that his/her data may be used, processed and published (e.g. within the list of participants) for organizational purposes of *The EMBO Meeting*. If the participant is not in agreement, the participant needs to inform the organizer when returning this form.

These conditions are subject to the jurisdiction of Amtsgericht Mannheim, Germany (Magistrate's Court).