

# General Terms and Conditions of Business of the Aachen Acoustics Colloquium GbR

## 1. Organizer

The Aachen Acoustics Colloquium is organized by the GbR (company constituted under civil law) of the same name (Aachen Acoustics Colloquium GbR).

## 2. Performances

The performances with regard to type and scope are rendered according to the description on the registration forms, which are applicable for the respective year, as well as the descriptions on the website and in the applicable programme booklet. The registration for the Aachen Acoustics Colloquium contains neither the booking of a hotel room nor travel or transport for participants.

## 3. Scope of Performances

The participant fees contain the entry to the exhibition and lectures on all event days, proceedings, drinks and snacks during the breaks, two lunches including drinks and a reception. The event fees also include the participation in the evening event, unless all spaces for the evening event have already been taken (see section 6). All event fees are net prices excluding applicable VAT, and possible further taxes and charges if applicable.

## 4. Registration and Registration Confirmation

The registration for the Aachen Acoustics Colloquium must be made in writing using the provided registration forms, which must be valid for the respective year. This means that registrations can be made either online at [www.aachener-akustik-kolloquium.de](http://www.aachener-akustik-kolloquium.de) or [www.aachen-acoustics-colloquium.com](http://www.aachen-acoustics-colloquium.com) or using the PDF registration form, which is also available in a printed version. A separate form must be used for each participant. The organizer reserves the right to reject registrations, which were not made using one of the above forms. The registrations are considered in the order of their receipt date. Confirmation of a registration is sent to the email address, which was stated during the registration process. However, the registration shall only be regarded as completed after a registration confirmation has been sent by email and payment has been received by the organizer. The organizer reserves the right to deny access to the event to participants who have not paid their invoices in full (i.e. payment not received in the account) prior to the beginning of the event. Any side agreements must be made in writing.

## 5. Payment Terms

Invoices shall be sent to the billing address, which was indicated on the registration form, by mail immediately after invoicing and without any additional costs. They shall also be used as participation certificates. A digital version in PDF format can be sent on request. All invoices shall be valid without signature. The participant fees shall be payable without any deductions after receipt of the invoice by the due date, which is stated on the invoice. Pre-payment can be made either by bank transfer or credit card. The organizer can only accept VISA and MasterCard payment. Payment in cash on site is only possible subject to prior written approval by the organizer. If payment is transferred from abroad, the payer shall bear all applicable charges. The registration shall only be regarded as complete after payment has been received. The organizer

reserves the right to deny access to the event to participants who have not paid their invoices in full (i.e. payment not received in the account) prior to the beginning of the event.

#### **6. Participant Limitations**

The organizer reserves the right to limit the maximum number of participants. The registrations are considered in the order of their receipt date. If the limit for the maximum number of participants has been reached, all other interested applicants, which can no longer be registered, will be notified. These applicants can apply to be put on a waiting list on written request. Successors shall be notified of the possibility of participation at short notice.

The number of participants in the evening event is limited. Registration for participation in the evening event is only possible if places are still available.

#### **7. Image and Video Recordings**

The participants agree that photographs and video recordings shall be made and published by the organizer. The right in one's own images shall thereby be assigned to the organizer for the course of the event. Any objections must be made in writing prior to the end of the event.

Participants shall not be entitled to take photographs or make audio or video recordings during the event. In the event of any non-observance of the above, the organizer reserves the right to exclude participants from the event.

#### **8. Insurance**

In the event of an accident during the event the organizer's liability insurance will cover any damages. However, the above shall not apply if a participant has intentionally caused an accident. For accidents, which are caused on an exhibition stand or by parts of an exhibition stand, the respective exhibitor shall be liable exclusively.

#### **9. Exhibition**

For exhibitors, separate general terms and conditions of business shall apply. These terms and conditions can be viewed on the event website and requested from the organizer at any time.

#### **10. Lecture Programme**

In exceptional circumstances the organizer reserves the right to change the programme at short notice. The lecturers shall be solely responsible for the content of their lectures. The organizer shall not be liable.

#### **11. Privacy**

According to the German Data Protection Act the organizer wishes to point out that the participant data is stored, secured and processed electronically in a file. The organizer uses this data for promotional purposes in connection with the Aachen Acoustics Colloquium. If participants do not agree with such usage, they must object in writing. The data shall not be forwarded to third parties.

#### **12. Cancellation by the Organizer**

The entitlement to the implementation of the colloquium shall be void in the event of a force majeure event or other circumstances outside the organizer's control. In such events, except for a force majeure event, the organizer agrees to notify the participants of the cancellation of the event by email and to refund those participant fees, which have already been paid, to the full amount.

However, refunds for individual lectures or sessions shall not be possible. Participant expenses shall only be reimbursed if the organizer is clearly at fault.

**13. Cancellation by the Participant**

Any cancellation of an application must be made in writing. For written cancellations by 15<sup>th</sup> October of the event year (acc. to the postal stamp) a processing fee of EUR 75 plus applicable VAT shall be charged. In the event of a cancellation by that date, participant fees, which have already been paid, shall be reimbursed minus the processing fee. If a cancellation is received after that date, the participant shall no longer be entitled to the receipt of the proceedings.

After the deadline the participant fee must be paid in full according to the invoice. This shall apply both to cancellations after the 15<sup>th</sup> October of the event year and to unannounced non-participation. In this case the proceedings can be sent to the participant by mail on request as soon as the event fee has been received in full by the organizer.

If a participant is ill, he shall submit a medical certificate for the entire duration of the event to the organizer immediately. In this case the processing fee shall become void and fees, which have already been paid, shall be reimbursed in full. In the event of a cancellation due to illness, the entitlement to receipt the proceedings shall become void.

Participants shall not be entitled to reduction, retention or offset, unless these entitlements are undisputed and legally proven in writing.

**14. Rebooking by the Participant**

If they are unable to attend the event, participants shall be entitled to nominate a replacement participant free of charge. If the replacement participant does not fulfill the same conditions as the original participant, for example if he is not entitled to a discount, which was granted to the original participant, the difference shall be paid immediately. Changes of participants shall be submitted in writing by seven days before the event and include all personal data. The official registration form must not be used for the notice of change. Subsequent changes can only be made in person on site in the event office.

**15. Proceedings**

The proceedings shall only be handed out on site. If the participant is not on site in order to receive these documents, they can be sent to him by mail on request after all unpaid invoices have been paid. The organizer reserves the exclusive rights to the proceedings. They must not be reproduced, digitalised, published, distributed, provided for downloading, used for other events or provided to third parties without the explicit written permission of the organizer.

**16. Court of Law and applicable Law**

The contractual relationship shall exclusively be subject to German law and exclude any provisions of the international private law. Aachen shall be the place of jurisdiction if permissible.

## General Information by the Aachen Acoustics Colloquium GbR

### 1. Registration

Due to a possible limitation of the number of participants and limited capacity of the event hall at the banquet, the organizer recommends that participants register early.

### 2. Conference Language

The lectures will be interpreted simultaneously into German and English. Headphones for simultaneous interpreting will be provided at no extra cost. The proceedings will be published in English only.

### 3. Event Office

The opening hours of the event office are published in the programme booklet.

### 4. Hotel

The registration for the Aachen Acoustics Colloquium does not contain any booking of hotel rooms. Every participant is responsible for booking his own accommodation.

Hotel bookings can be made using the form of Aachen Tourist Service e.V., which is provided online. Due to limited allocations of reserved rooms for the event the organizer recommend that you book early. The organizer expressly points out that hotel bookings immediately before the event may be charged at higher prices. Participants are not entitled to special conditions or free room allocations.

### 5. Travel

Participants of Aachen Acoustics Colloquium are responsible for their own travel arrangements.

### 6. Registration Process

- 1) Register in writing (online or by fax form)
- 2) Receive the confirmation
- 3) Wait for the invoice and pay
- 4) Registration is completed after receipt of payment
- 5) Collect your documents on site

### 7. Delayed Payment

According to our general terms and conditions of business the participant fees must have been paid in full and received in the organizer's account at the beginning of the event (see terms and conditions section 4). If you are unable to comply with these conditions please contact the organizer immediately.