

## **IIPC General Assembly and Web Archiving Conference 2019 (IIPC GA and WAC 2019)**

### **Registration terms and conditions**

Registration and accommodation fees include VAT of 25%. All fees and payments are in EUR.

The EARLY BIRD registration rate only applies until **11:59 pm, Monday, 15 April 2019**. Full payment is required by this date to receive the early bird discount. If payment is not received by the stipulated date, registrations are processed at the next fee level, and a new invoice will be issued.

For FULL registrations from Tuesday, April 16 2019 to May 24 when registration is closed.

### **Delegate registration cancellation policy**

All registration cancellations are subject to a 60 € administration fee. If payment has not been made, the administration fee will be charged. If payment has been made, a refund of the balance after the conference will be given provided **written notification is received prior to 11:59 pm Friday, May 24 2019**. After this date refunds will only be made at the discretion of the organizing committee. Substitutions will be accepted, but should be notified in writing to agency BTravel d.o.o.

### **Force Majeure**

Force Majeure means events beyond the reasonable control of the IIPC GA and WAC 2019 organizing committee including, without limitation, acts of God, national emergency, riots, civil commotion, terrorist activities, act of Government and industrial action.

If the conference is cancelled or delayed by Force Majeure the Conference Conveners will, as soon as is possible, give written notice of that to the Delegate specifying the matters constituting Force Majeure and the period for which such prevention or delay will continue, the Defaulting Party will be excused performance or the punctual performance (as the case may be) as from the date of such notice for so long as the Force Majeure continues.

The IIPC GA and WAC 2019 Organizing committee and the Delegate will co-operate and the Conference Organizers will use their utmost endeavours to make alternative arrangements to enable the obligations to be performed or to make a full or partial refund for the event.

### **Email Policy**

By registering for the IIPC GA and WAC 2019, you agree that IIPC GA and WAC 2019 may send you information and regular updates regarding this and future events on similar topics via email to the email address provided by you in your registration details. However, you may opt out of receiving communications from IIPC GA and WAC 2019 at any time by clicking on the unsubscribe link in any emails that are sent to you.

### **Insurance Policy**

Insurance is the responsibility of each delegate. The organizing team will not be liable for any eventuality involving death, illness, injury, accident or financial loss to any person attending the IIPC GA and WAC 2019.

### **Event Photography Policy**

By registering for the IIPC GA and WAC 2019, you agree that event photography may be taken of you and shared on the IIPC website. If you would prefer not to be photographed, please advise the photographer.

**Payment Instructions****Online Credit Card Payment**

We will accept payment online by Visa, MasterCard or Amex. Credit Card payments are processed via our secure gateway. Your payment will appear on your credit card statement as a transaction with BTravel d.o.o.

**Bank Transfer Payment**

After receiving the filled forms for registration or/and accommodation reservation on the conference web site, the agency BTravel will send you an offer for payment. If opting to pay by bank transfer, all fees must be paid by the delegate. This includes fees to send and receive funds. The conference will not be responsible for any fees incurred by international payments.

Please include your invoice reference number and email your remittance advice to the conference agency at the email address: [goran.grbic@btravel.pro](mailto:goran.grbic@btravel.pro). Please double check the account number for payment.