

# EuroSun 2018 TERMS & CONDITIONS

## 1. TYPE OF EVENT, LOCATION, HOST etc.

These General Terms and Conditions are valid for each attendee registered for the EuroSun 2018 conference, September 10 -13, 2018 in Rapperswil, Switzerland (hereafter referred to as "conference"). EuroSun 2018 also includes the "7<sup>th</sup> Swissolar Solar Heating Conference", the "2<sup>nd</sup> SIGES Conference on the Simulation of Building-Integrated Energy Systems" and the "8<sup>th</sup> International Conference on Solar Air Conditioning".

Location: HSR - Hochschule für Technik Rapperswil, Oberseestrasse 10, CH-8640 Rapperswil, Switzerland

Conference hosts: HSR - Hochschule für Technik Rapperswil, Oberseestrasse 10, CH-8640 Rapperswil, Switzerland, <https://www.hsr.ch/> and Swissolar Neugasse 6 8005 Zürich, Switzerland, <https://www.swissolar.ch/>

Responsible conference organizer: HSR - Hochschule für Technik Rapperswil, Oberseestrasse 10, CH-8640 Rapperswil, Switzerland (hereafter referred to as "HSR")

Encashment and Online Management: PSE Conferences & Consulting GmbH, Emmy-Noether-Str. 2, 79110 Freiburg, Germany

## 2. PROGRAM AND SOCIAL PROGRAM

### PROGRAM

The conference program will be published on the conference website [www.eurosun2018.org](http://www.eurosun2018.org).

HSR cannot assume liability for any changes in the program due to external and unforeseen circumstances such as but not limited to cancellation of speakers, delay of means of travel, etc. and reserves the right to cancel, postpone, relocate or change any of the sessions or to add new sessions and to make changes regarding speaker identity. Updates will be published on the website regularly.

## 3. REGISTRATION

### CONFERENCE REGISTRATION

The registration deadlines are as follows (may be subject to change):

Early bird registration deadline: June 29, 2018.

Standard registration deadline: The online registration will close on September 09, 2018.

On-site registration: at the registration counter during the conference but subject to availability and At-the-Door fees.

Should one deadline be missed, the next applicable fee will be charged automatically. The registration will only be confirmed upon receipt of full payment. The online registration for EuroSun 2018 is available on [www.eurosun2018.org](http://www.eurosun2018.org).

### STUDENT RATES

Students enrolled at an approved university will receive the reduced student conference fee. All student discounts are at the organizers' discretion, and proof of status (student card) is required. For this purpose students will be sent a link where they can upload a scan of the student card. Alternatively they can send a copy by fax. In any case they must present their original student identification card on-site in order to receive their name badge. Discounts must be applied when registering – discount cannot be applied after the booking has been processed.

### STUDENT TICKETS FOR PhD STUDENTS

In case you would like to register for a student ticket as a PhD student, the following criteria should be fulfilled and the following documents provided:

- A personalized document on official university paper in English language, signed by the professor/PhD supervisor, proving that the participant is doing a doctorate.

The documents have to be uploaded to the EuroSun 2018 website and have to be presented on-site at the registration desk in order to receive the name badge.

#### SOCIAL EVENTS

Registrations for social events cannot be refunded, but a substitution will be allowed before start of the conference.

CAPACITY is limited! Registrations will be handled on a first come, first serve basis. If the maximum attendee capacity is reached, the organizers reserve the right to refuse any further registration.

## 4. PAYMENT

The whole payment procedure will be managed by PSE Conferences and Consulting GmbH on behalf and to the account of HSR.

The ONLINE ENCASHMENT is realized in cooperation with a bank security system company (BS PAYONE) and the security systems "Verified by Visa" (VbV) and "MasterCard Secure Code" (MSC). Payment is required at the time of registration and should be made in the currency indicated. Payment is possible by credit card (Visa, Master Card, and American Express). Attendees should complete the relevant section of the online registration form. Confirmation of conference fee and social program will be forwarded after acceptance of payment by the credit card company for the credit card informed on the registration form.

Payment of ON-SITE REGISTRATION must be made using a credit card or cash.

The conference fee and fees for additional services may be subject to VAT. Should VAT rates occur/increase, the fee quoted will be subject to adjustments without prior notice.

The participant will receive confirmation of his/her online registration by e-mail with the invoice attached. If no confirmation is received within 48 hours, please contact [info@eurosun2018.org](mailto:info@eurosun2018.org).

Each regular conference registration for the whole conference includes:

- Access to all conference sessions,
- Conference materials
- The daily coffee breaks and lunches,
- Access to a password-secured area on the conference website with publication of the list of participants, as well as all accepted abstracts available a few days before start of the conference.
- Papers and presentations (if cleared for publication) will be available shortly after the conference.

Accommodation costs are not included in the conference fee, and attendees are responsible for making their own travel and lodging arrangements.

## 5. CONFIRMATION/ADMISSION

**A delegate's registration will not be valid until receipt and clearance of payment by the EuroSun 2018 conference secretariat.**

A letter of confirmation/payment receipt will be sent by email once the conference secretariat has received the fully completed registration form and the related payment. Attendees should present this confirmation/payment receipt at the registration counter to proof their registration and payment.

#### VISA REQUIREMENTS

It is the sole responsibility of the attendee to contact the nearest embassy or consulate for visa details and to allow sufficient time for the visa application procedure. Please be aware that the visa process might take several months.

#### INVITATION LETTER FOR VISA APPLICATION

Delegates must have registered and paid the required conference fees before requesting an official Letter of Invitation. A digital version of the Letter of Invitation will be sent by e-mail after the online registration together with the registration confirmation. If a signed version of the Letter of Invitation is needed please contact [info@eurosun2018.org](mailto:info@eurosun2018.org) directly after your online conference registration. Please note that the EuroSun 2018 conference organizers will not be able to contact or intervene with any embassy or consulate office on behalf of a delegate.

The Letter of Invitation does not financially obligate the conference organizers in any way. All expenses incurred in relation to the conference are the sole responsibility of the attendee.

#### CERTIFICATE OF ATTENDANCE

The Certificate of Attendance will only be available on-site and cannot be issued after the conference.

#### NAME BADGE

All participants must check in on arrival at the conference and will receive their name badge. The name badge is required for admittance to all conference sessions and events. Each participant is asked to wear and clearly display the name badge at all times during the conference and the included social events in order to gain access. The name badge will contain first name, last name and university/institution/company of the attendee.

## 6. CANCELLATION POLICY

Registered conference participants who cannot attend the conference will be refunded as follows:

- Receipt of cancellation by July 13, 2018: Refund of 50% of the conference fee
- Receipt of cancellation by August 13, 2018: Refund of 25 % of the conference fee
- No refund can be accepted after August 13, 2018.
- No refund will be given for registrations for social events, but substitutions are welcome.

#### SUBSTITUTIONS

Substitutions are welcome at any time before start of the conference. If you wish to substitute a participant, please contact the EuroSun 2018 secretariat at your earliest convenience. Substitutions prior to the conference are free of charge. Substitutions on the first day of the conference before start of the first session are possible but subject to a handling fee of CHF 40. After start of the first session, the ticket is non-transferrable.

Credit will not be given for unattended events or early termination of attendance.

#### CANCELLATIONS

Cancellations of the registration have to be made in writing to the conference secretariat at PSE Conferences and Consulting GmbH, Emmy-Noether-Str. 2, 79110 Freiburg, Germany, [info@eurosun2018.org](mailto:info@eurosun2018.org).

#### REFUNDS

All refunds will be made after the conference and within four months. Any bank charges involved will be charged to the participant.

## 7. CANCELLATION OF THE CONFERENCE

If the conference cannot be held or is postponed due to events beyond the control of the conference organizers (force majeure) or due to events which are not attributable to wrongful intent or gross negligence of the conference organizers, the conference organizers cannot be held liable by attendees for any damages, costs, or losses incurred, such as transportation costs, accommodation costs, financial losses, etc. Under these circumstances, the conference organizers reserve the right to either retain the entire registration fee or to reimburse the attendee after deducting costs already incurred for the organization of the conference and which could not be recovered from third parties.

## 8. DATA PROTECTION

The personal information provided by the participants will be held on a database. Credit card information will NOT be stored in this database. The email addresses will be used to circulate the EuroSun 2018 newsletter, last minute details and announcement of future EuroSun events and will be handed on to the organizer of the next EuroSun conference. The data of the participants will not be given to a third party, not related to the EuroSun 2018 conference. For further details please see the Data Protection Policy on the conference website.

#### DOWNLOAD AREA - PARTICIPANT CONTACT FEATURE

EuroSun 2018 will offer a contact opportunity for conference participants in its internal Download Area. All participants who want to use the contact feature will need to confirm their admission to send and receive mails to and from other conference participants. The first contact will occur indirectly and anonymous via the conference system. No personal data will be handed out to other participants.

## 9. PHOTOGRAPHY/IMAGE AND SOUND RECORDINGS

Press photographers must obtain authorization from the conference host. Photographs and recordings of images and sound other than for private use are forbidden and must only be taken with the written consent of the conference host. The organizer is entitled to have sessions, social events, stands and persons photographed and filmed during the conference for publication in its own material, including the website, or in the general press.

## **10. LIABILITY**

The conference host and the organizer shall be held liable in the framework of a duty of care as a respectable businessman according to statutory provisions. The conference host and the organizer shall be liable regardless of the legal nature of the claim only in relation to willful acts or gross negligence. The conference host and the organizer's liability is limited to the compensation of the direct damage; any liability for consequential damage is excluded. In cases of personal injury, this limitation of liability shall not apply, instead statutory regulations shall apply. The liability of commissioned service providers shall remain unaffected by this. The attendee shall take part in the conference at his/her own risk. Verbal agreements shall not be binding if these have not been confirmed in writing by the conference owner and/or the organizer.

The conference host and the organizer shall not be liable for personal property the attendee leaves unattended at any time during the conference. The attendees acknowledge the character of the conference as public event. The liability of the conference host and the organizer for damage or loss of property therefore is restricted to wilful intent and gross negligence.

## **11. FULFILMENT AND JURISDICTION**

The place of performance shall be Rapperswil, Switzerland. All contractual and legal relationships are subject to the exclusive application of the law of Switzerland, and in the event of any legal claims arising from either party, Rapperswil shall be the sole court of jurisdiction.

For all issues concerning encashment and online management, all contractual and legal relationships are subject to the exclusive application of the law of Switzerland, and in the event of any legal claims arising from either party, Rapperswil, Switzerland shall be the sole court of jurisdiction.

Conflicting terms of business formulated by the participant shall only become a part of the contract if the organizer specifically agrees to them in writing. All amendments or supplements to the terms of the contract must be made in writing.

## **12. SALVATORI CLAUSE**

If there is a determination of these Terms and Conditions to be ineffective or impracticable, then the validity of the remaining provisions shall in no way be affected. In such case the void and/or illegal provision shall be replaced by a valid provision which comes as close as possible to its intended effect and best coincides with the purposes of this contract.