



GENERAL TERMS & CONDITIONS

CONGRESS SECRETARIAT

For any question related to your registration, please contact the registration secretariat mentioning the congress name:

Email: congres@adera.fr

ADERA Congrès – CS 60040 – 162 av. Albert Schweitzer - 33608 PESSAC Cedex - France

GENERAL TERMS AND CONDITIONS

- Registration are made online, via the conference website.
- The registration must be paid in total prior to the delegate's arrival on the conference site.
The registration is considered confirmed upon receipt of the full payment.
An invoice will be sent with a confirmation of registration once the payment received by the congress secretariat.
However, *invoice can be sent by anticipation upon official request* by email or upon receipt of a purchase order.
- The price includes the totality of the service, the participant can't benefit from a discount, a refund or a credit note if he does not intend to benefit from the totality of the service.
- Transportation and accommodation are at the participant expense. Adera and the Organizer cannot be held responsible for any cancellations, delays or transport strikes. Please contact your travel agency.
- Any cancellation must be notified in written and sent to the congress secretariat congres@adera.fr mentioning the name of the congress in your mail.
 - In case of cancellation notified up to 90 days before the beginning of the congress: refund of registration fees with a deduction of 50€ for administrative costs.
 - In case of cancellation notified between 90 days and 60 days before the congress: refund of 50% of the registration fees.
 - In case of cancellation 60 days before the congress: no refund will be granted.
- In the event that the planned premises or other essential means of holding the congress are not available, Adera and the Organizer may change the venue or postpone the date. Under these conditions the registration will remain valid for the modified congress without any possibility of complaint by the congress participant.
- If an event of force majeure should last or occur less than 30 days from the beginning of the event, this contract may be terminated, without either party being able to claim damages.
- Adera and the Organizer cannot be held responsible for external events of a political, social, transport, economic or public health nature or other events beyond their control.
- It is recommended that delegates obtain adequate insurance coverage (health, accident, repatriation, cancellation) for their travel and accommodation before leaving. Adera Congress and the Organizer do not bear any responsibility in case of accident due to or caused by or for the participants, speakers, workshop leaders, exhibitors, during or following the congress or during any event organized around the congress.
- Photographs/videos may be taken during the event and only within the framework of the event.
- Your registration constitutes acceptance of the General Terms and Conditions of Sale and of the information on data processing that will be carried out within the framework of the organization of the event described in these GTC.

MEANS OF PAYMENT

Payments can be made through the following means of payment:

- By credit card (MASTER, VISA or EUROCARD) via our secured on-line platform.
- By bank transfer in Euros, net of any bank charges (please inform your bank that transfer fees are charged to the issuer) to:

Beneficiary: ADERA SAS

Bank : Banque COURTOIS – Le Millénium – 12 Quai de Queyries – 33072 Bordeaux Cedex- France

IBAN: FR76 1026 8024 8010 3062 0020 053

SWIFT: COURFR2T

Every bank transfer must mention **the name of the congress** as well as the **name of the participant(s)**.
Please send a copy of the bank wire to the congress secretariat.

- By purchase order (*only for French institutions*) – to:
ADERA SAS – CS 60040 – 162 av. Albert Schweitzer – 33608 PESSAC Cedex
Any purchase order must mention **the name of the congress** as well as the **name of the participant(s)**.
Please note that Purchase orders are accepted for French companies and subject to receiving full payment at least 15 days before the opening of the event.

GENERAL DATA PROTECTION REGULATION

ADERA is a Professional Congress Organizer and, in its activities, it collects data to ensure the smooth running of the event, bill for services and inform participants about the event. The data collected will be communicated only to the following recipients: ADERA and the organizers of the Congress. The information collected on the registration form is recorded in a computer file by ADERA for the organization of the congress and will be kept for a period of 10 years in accordance with the legislation on the conservation of legal documents.

You can access and correct your data by logging into your user account. The choice of password is the responsibility of the user, who will ensure that a sufficient level of security is defined.

If you have any questions about the processing of your data in this device, you can contact dpo@adera.fr