



## GENERAL TERMS & CONDITIONS

These Terms and Conditions are applicable to all conferences organized by Adera Congrès.

### CONGRESS SECRETARIAT

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

**Email:** [congres@adera.fr](mailto:congres@adera.fr)

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

### GENERAL TERMS AND CONDITIONS

- Registrations 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.
- The Organizer reserves the right to modify the program in case of absence of one or more speakers.
- The participant is informed that the Organizer and Adera Congrès may take photos/videos during the event. Unless expressly requested, the participant authorizes the Organizer and Adera Congrès to film and/or photograph him/her, and to disseminate these contents as part of the communication of the event.
- Presentations by the speakers and documents given to the participant are covered by copyright. Any reproduction made without the consent of the author or his assignees, not respecting the laws in force, would constitute an infringement of the intellectual property code and would engage the sole responsibility of the participant.
- Transportation and accommodation are at the participant expense. Adera Congrès and the Organizer cannot be held responsible for any cancellations, delays or transport strikes. Please contact your travel agency.
- It is recommended that delegates obtain adequate insurance coverage (health, accident, repatriation, cancellation) for their travel and accommodation before leaving. Adera Congrès 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.
- Any cancellation must be notified in written and sent to the congress secretariat [congres@adera.fr](mailto: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 Congrès and the Organizer may change the venue/format 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 the event is held on a virtual platform, the participant undertakes not to record, download or reproduce the information disseminated during the congress. The Organizer and Adera Congrès cannot be held responsible for connection problems due to the private internet network or obsolete hardware/browser. The Organizer will make its best efforts to ensure that the platform functions in a reliable and continuous manner and will communicate to the participant the technical specifications necessary for the proper functioning of the platform; however, the participant acknowledges that no one can guarantee the proper functioning of the internet network. In the event of a service interruption due to corrective maintenance, the Organizer will make every effort to remedy the malfunction within a reasonable period of time. The participant undertakes not to claim compensation or damages from the Organizer and Adera Congrès.
- Adera Congrès 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. Neither the responsibility of Adera Congrès nor that of the Organizer can be sought, and no refund will be due if the event is delayed or cancelled due to force majeure or fortuitous 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 : Société Générale - SG Bayonne CA ENT (02273) – 26 rue 49IE Infanterie – 64100 Bayonne

Cedex- France IBAN: FR76 3000 3022 7300 0200 0147 564

SWIFT: SOGEFRPP

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 Congrès 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 Congrès and the Organizer of the Congress. The information collected on the registration form is recorded in a computer file by Adera Congrès 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.

The choice of the password is the responsibility of the user who will make sure to define a sufficient level of security.

If you have any questions about the processing of your data in this device, you can contact [dpo@adera.fr](mailto:dpo@adera.fr)

#### CHANGES TO THE GENERAL TERMS AND CONDITIONS

Adera Congrès reserves the right at any time to change, modify, add or delete portions of these terms and conditions, it being understood that such modifications will be applicable to registrations previously made. It is therefore imperative that the participant read and accept the General Terms and Conditions at the time of booking, in particular in order to ascertain the provisions in force.