

2009 ECTP CONFERENCE

LE PLAZA – BRUSSELS – 24 & 25 November 2009

General Conditions

The 2009 edition of the ECTP Conference is being organized by the 'European Construction Technology Platform' (ECTP) and the 'Energy Efficient Buildings Association' (E2BA), in collaboration with Enterprise Europe Network and ECCREDI. Being in charge of the General Secretariat of both ECTP and E2BA, the 'Centre Scientifique et Technique du Bâtiment' (CSTB) is taking responsibility for all financial and legal aspects linked to the organization of the 4th ECTP Conference. This Conference will take place in Brussels at the Hotel Le Plaza (Hotel Le Plaza - Bld Adolphe Maxlaan, 118-126 - 1000 Bruxelles - Tel: +32 2 278 0100 - Fax: +32 2 278 0101 - www.leplaza-brussels.be) on 24 and 25 November 2009.

There will be a Conference Dinner organized on Tuesday 24 November evening, which comprises cocktail, visit and gala dinner at Autoworld.

Participants must register in advance and as early as possible in order to benefit from lower registration fees. A registration form is available on-line at the ECTP web site (www.ectp.org/conference2009.asp). Please note that access to the Conference and the Conference Visit & Dinner are subject to availability. Please submit one form per person and mention on the form if you register at the Conference Visit & Dinner too.

Following registration and payment, each participant will receive a written confirmation and an invoice which includes registration fees.

1 - Registration fees

1-1 Conference

Registration fees are based on the **receipt's date of registration form and payment**. The prices indicated are per person and are only applicable **if BOTH the registration form AND the payment are received before the mentioned deadlines, otherwise the higher registration fees will be applied**. For late registration, only payment on-site by credit card, through an on-line registration, will be accepted.

	Normal fees	Reduced fees ¹
Early registration and payment (until 30/09/2009)	€ 490 ²	€ 340 ²
Regular registration and payment (from 01/10/2009 until 31/10/2009)	€ 590 ²	€ 440 ²
Late registration and payment (from 01/11/2009 until 20/11/2009) and on-site registration and payment (24/11/2009)	€ 650 ²	€ 500 ²

¹ Reduced fees are granted to ECTP members (2009 annual fees duly paid), ECCREDI Steering Group and E2BA members

² Prices are quoted in Euro (€) and include a Belgian VAT of 21 %. Registration is subject to availability

Registration will be effective only after full payment is made by the participant.

The Conference fees comprise exclusively:

- Attendance at all plenary sessions, oral sessions and visual presentations
- Attendance at all Conference workshops / parallel sessions
- Lunch and coffee breaks
- Conference documentation with all information about the event
- Belgian VAT of 21 %.

The fees do not comprise travelling and accommodation costs.

1-2 Conference Visit & Dinner

The cost of the Conference Visit & Dinner is 110 €² per person. It includes:

- cocktail at Autoworld
- visit of Autoworld
- gala dinner at Autoworld.

1-3 Other provisions

Payments for registration have to be settled in Euro (€). All prices are quoted in Euro (€) and include a Belgian VAT of 21 %. Payment in any other currency will not be accepted. Registrations received without payment will not be processed and confirmed.

Registration will be confirmed by means of the confirmation of payment & invoice, which will be sent to you upon receipt of the registration fees.

An email will be sent to each participant just after the registration process. If the participant has paid by credit card, this email will be a registration confirmation. If he/she has chosen another type of payment, this email is a recap of the information he/she entered. This email gives the participant his/her registration ID and confirms that his/her demand has been taken into account.

As Conference registration and Conference Dinner are subject to availability, the organizer reserves the right to allocate the registration and dinner admission on a first come/first served basis.

In order to benefit from the early registration fees, all payments must be received within the deadlines described in article 1-1. Submission of the registration form without payment within deadlines does not entitle to benefit of the reduced fees at a later date. For all payments received from 1 November until 20 November 2009 and on-site at the registration desk in the Plaza Hotel, the late/on-site registration fees apply.

Admittance to the Conference without full registration including payment of the registration fees cannot be granted. Advance payment is highly recommended since this will considerably accelerate your registration procedure upon your arrival in Brussels.

2 - Payment Options

The payment of registration fees can be done:

- **By credit card**

CB, Visa and Mastercard credit cards are accepted (see on-line registration and payment at www.ectp.org/conference2009.asp).

- **By bank transfer**

The bank transfer must **clearly state the registration ID** of the participant (each participant receives his registration ID by email after the on-line registration process) **and** mention "**ECTP Conference 2009**". Unidentified bank transfers cannot be processed. Bank charges have to be paid at source by the participant, in addition to the registration fees. **The bank transfer option will not be available anymore after 30 October 2009 (bank transfer and confirmation of payment might not arrive in time). Therefore only Credit Card payment will be accepted after 30 October 2009.**

Payment should be transferred to:

Bank name and address:

Société Générale
45 avenue Kleber - 75016 PARIS - FRANCE

Account holder: **CSTB**

Bank code	Counter code	Account number	Key number
30003	03381	0020000372	42

- IBAN : **FR76 30003 03381 00020000372 42**
- SWIFT: **SOGE FRPP**

- **By bank cheque**

Print the appropriate registration form (or the automatic email you have received just after the on-line registration) and send it to:

Madame Isabelle MORIN
CSTB - Service Comptable
84 Avenue Jean Jaurès - Champs sur Marne
77447 MARNE LA VALLEE CEDEX 2
FRANCE

with your cheque made out to 'Centre Scientifique et Technique du Bâtiment'.

The bank cheque option will not be available anymore after 30 October 2009 (bank cheque and confirmation of payment might not arrive in time). Therefore only Credit Card payment will be accepted after 30 October 2009.

3 - Confirmation of Registration

The Confirmation of Payment & Invoice will be sent to participants by email upon receipt of full payment. **Each participant need to present this confirmation letter upon arrival at the on-site pre-registration desks in order to collect his name badge and conference documentation.**

If a participant has not received the official registration confirmation within 14 days after his/her payment, he/she must contact the Conference Secretariat at ECTPConference@cstb.fr

Upon arrival at the Hotel Plaza all participants have to register themselves at the Conference **Registration Desk**. The desk will be open during the following hours:

Tuesday 24 November 2009 08:00 – 16:00

Wednesday 25 November 2009 08:00 – 11:30

Upon registration at the Hotel Plaza, the Conference team will provide participants with detailed information about the event and a **badge** which should be worn visibly at all times. The personalized badge authorises participants to attend all Conference sessions. Kindly be informed that the badge is not transferable to another person. We ask for your understanding that person-related admission might be a control issue of our staff. In case a participant would lose his/her badge or find a badge, he would be kind to report it immediately to the registration desk. **Lost badges cannot be replaced.**

4 – Cancellation Conditions

- CSTB reserves the right to cancel any registration forthwith and without liability on its part in the event of any damage to, or destruction of the venue by fire, shortage of labour, strikes, industrial unrest, or any other cause beyond the control of CSTB, which shall prevent it from performing its obligations. In these circumstances, every effort will be made to find an alternative venue or propose a new date for the Conference.

Should the Conference be cancelled for any other reasons:

- within 60 days, but not less than 14 days, a 50% cancellation fee of the estimated bill will apply;
- within 14 days, a 100% cancellation fee will apply.

Airfares, hotels or other costs incurred by the participants are not reimbursed by CSTB.

- Participant is allowed to cancel his/her registration:

Any cancellation of registration must be notified in writing to the Conference Secretariat by email at ECTPConference@cstb.fr or by fax at +33 4 93 95 67 33.

Cancellations will be subject to the following conditions:

For cancellations received

- until 30 September 2009: refund of registration fees minus a 30% administrative charge;
- From 1 October until 31 October 2009: refund of 50% of registration fees;
- From 1 November 2009: no reimbursement can be made.

All refunds will be processed after the Conference and all bank service charges will be deducted from the refunded amount. Requests for reimbursements must be sent in writing.

5 - Name Change

All registrations are only valid for the respective person mentioned in the form.

A registered participant unable to attend the Conference may nominate (free of charge) a substitute participant by notifying in writing the Conference Secretariat, by email at ECTPConference@cstb.fr or by fax at +33 4 93 95 67 33, before 30 September 2009.

The procedure allows giving the last name, first name and email address of the new participant. However, we cannot change the invoice or make any other changes.

From 1 October to 31 October 2009, an administration fee of € 30 applies.

After 1 November 2009, for administrative reasons, no name change can be accepted.

6 – Disclaimer

The Conference Organizer cannot be held responsible for any loss, injury or damage to any property, whatever the cause may be.

Liability of persons and enterprises providing means of transportation or other services, however, remains unaffected.

Should, for any reason outside the Organizer's control (e.g. political or economic circumstances or a case of 'force majeure'), the venue or speakers change, or the event be cancelled, the organizer will endeavour to reschedule, but shall not be held responsible for any costs, damages or expenses incurred by the participants.

If for any reason the organizer decides to make material changes to this conference, the organizer is not responsible for airfares, hotels or other costs incurred by the participants.

The participant takes part in the conference, all tours and trips at his own risk.

7. Copyright

Conference and the documentation given to each participant are protected by copyright.

The participant is not allowed to copy this documentation without the prior agreement of CSTB.

The participant is allowed to use the conference documentation exclusively for his/her personal needs.

8 – French law about confidentiality on personal data (law 78-17, 6 January 1978)

Collected information is subject to a computer processing which permits to manage registrations.

Collected information will not be used for advertising purposes or for commercial purposes.

The structure in charge of the computer processing is the ECTP General Secretariat.

Information collected is exclusively for the sole purpose of managing the registrations by the ECTP General Secretariat.

According to the French law 78-17, 6 January 1978, every participant may, on simple request addressed to the ECTP General Secretariat (secretariat.ectp@cstb.fr) have free access to all the information concerning him/her, may directly require from the ECTP General Secretariat holding information about him/her that the data be corrected, completed, clarified, or erased.

9 – Law and disputes

The General Conditions shall be governed by and constructed in accordance with the laws of France.

Any registration is governed by the General Conditions.
Registration of a participant entails acceptance of these General Conditions.

CSTB and any participant agree to cooperate loyally and diligently to resolve any dispute that may arise regarding any difficulties of all kinds, which might come from the registration, the Conference, the Conference Visit & Dinner.

If resolution of the disputes is not achieved through the direct efforts of the representatives they shall be submitted to the jurisdiction of the competent court of Paris.