

ECTP CONFERENCE 2024

Thon Hotel Bristol Stephanie in Brussels – 5-6 March 2024

General Terms and Conditions

ECTP AISBL (hereafter ECTP) is responsible for the financial and legal aspects linked to the organization of the 2024 edition of the ECTP Conference, taking place on 5-6 March 2024 at the **Thon Hotel Bristol Stephanie** (Avenue Louise 91-93, 1050 Brussels, Belgium), hereafter referred to as the “Conference Venue”.

An Exhibition of Posters will take place during the 2 days of the Conference.

A Conference Dinner will be organized on 5 March 2024.

Participants must register in advance, and as early as possible to benefit from lower registration fees. Online registration is managed through Eventbrite functionalities. The Conference website is available at <https://www.ectp.org/ectp-conferences/ectp-conference-2024>, and the registration link at <https://www.eventbrite.com/e/ectp-conference-tickets-774334002847>. Please note that access to the Conference, the Conference Dinner and the Exhibition of Posters is subject to availability.

1 - REGISTRATION FEES

1-1 Conference

The registrations are managed through Eventbrite functionalities.

The registration fees indicated below are per person and are applicable only if **BOTH registration AND payment** are received within the deadlines set up.

	Standard fees	Reduced fees for ECTP Members ¹
Early bird registration (until 05/02/24)	€ 430 ²	€ 300 ²
Regular registration (from 06/02/24 to 29/02/24)	€ 530 ²	€ 400 ²

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

The Conference fees comprise exclusively:

- Attendance to all Conference plenary and parallel sessions;
- Lunches and coffee break over the 2 days, and cocktail on 05/03/24;
- Conference documentation with all information about the event.

The above mentioned fees do not comprise travelling and accommodation costs, nor the Conference dinner fees.

1-2 Conference Dinner

The Conference Dinner, reserved to the registered Conference attendees, is organized on 5 March 2024 from 20:00 to 22:00 CET at the [Belgian Comic Strip Center](#) (20 rue des Sables, 1000 Brussels).

The Dinner costs 85 € per person and should be selected when registering online.

¹ To benefit from the reduced fees granted to the ECTP Members, you should enter the code provided by ECTP Secretariat and click on 'Apply' when registering online.

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

1-3 Exhibition of Posters

It will be possible to exhibit **roll-up posters** related to the dissemination of information and/or results of ongoing EC-funded or transnational funded RDI projects.

Posters dedicated to commercial purposes will not be accepted.

Considering the limited number of available spaces, the exhibition of posters - which is free of charge - is strictly **reserved to registered Conference attendees**.

Requests to exhibit a poster have to be **sent ASAP by 15/02/24** to secretariat@ectp.org.

1-4 Other provisions

Payments for registrations must be settled in Euros (€). All prices are quoted in Euros (€) and include a Belgian VAT of 21 %. Payment in any other currency will not be accepted.

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

Admittance to the Conference without full registration including the payment of the registration fees cannot be granted. A full payment in advance is highly recommended since this will considerably accelerate the registration procedure upon arrival at the Conference venue.

2 - PAYMENT OPTIONS

ECTP has authorised Eventbrite to act on its behalf to collect fees and issue the confirmations of registration for the ECTP Conference 2024.

The online payment of registration fees can be done via Eventbrite:

- **by credit card** (VISA, MasterCard and AMEX credit cards are accepted)
- **or by Bancontact, PayPal, iDEAL and Sofort.**

If the attendee cannot use the online payment options, he/she can send a request to secretariat@ectp.org to get an invoice and pay by bank transfer directly on ECTP bank account (IBAN: BE95 7310 0587 6858 - BIC: KREDBEBB).

3 - INVOICE AND CONFIRMATION OF REGISTRATION

The confirmation of registration will be sent by email via Eventbrite functionalities.

The invoice will be sent by ECTP Secretariat after the online registration.

If a participant has not received the confirmation of registration within 14 days after his/her payment, he/she must send an email to secretariat@ectp.org.

Upon arrival at the Thon Hotel Bristol Stephanie, all participants must present the **ticket received with the confirmation of registration** at the Conference Registration Desk, which will be open during the following hours:

- 05/03/24: 08:30 – 18:30
- 06/03/24: 08:30 – 16:30.

The Conference team will provide participants with detailed information about the event and a **badge** which should always be worn visibly. 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/she would be kind to report it immediately to the registration desk.

4 – CONDITIONS OF CANCELLATION

ECTP 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 ECTP, 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.

Participants can cancel their registration subject to the following conditions:

- Cancellation must be notified by email sent to secretariat@ectp.org.
- For cancellations received:
 - until February 12, 2024: refund of registration fees minus Eventbrite's fees;
 - from February 13, 2024: no reimbursement can be made.

After agreement by ECTP Secretariat, the refunds will be processed by Eventbrite for online payments and by ECTP for payments by bank transfer.

Airfares, hotels or other costs incurred by the participants will not be reimbursed by ECTP.

5 - NAME CHANGE

All registrations are only valid for the persons mentioned when registering online.

A registered participant unable to attend the Conference may nominate (free of charge) a substitute participant by notifying the ECTP Secretariat at secretariat@ectp.org **by 27/02/24 at the latest**. We will then be able to consider the last name, first name and email address of the new participant.

However, we cannot change the invoice or make any other changes.

After 27/02/24, no name change can be accepted for administrative reasons.

7 - DISCLAIMER AND RESPONSIBILITIES

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.

Participants take part in the conference at their own risk.

Each participant is required to strictly follow the internal rules of the Conference Venue.

Each participant shall always be responsible for his/her conduct, actions and potential damage he/she may cause.

Booth equipment is placed under the full responsibility of the exhibitor of a booth during the whole Conference.

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

9 - AUTHORISATION

Participants authorise ECTP to take pictures during the conference and to use their image to promote the conference in any form including ECTP website (<https://www.ectp.org/>).

Participants understand that ECTP:

- will not pay participants for the use of their image,
- will destroy the image(s) if participants withdraw their authorisation.

10 - LAW AND DISPUTES

Registration of a participant entails acceptance of these General Terms and Conditions.

ECTP 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 dinner and the exhibition of booths and posters.

Should resolution of the disputes not be achieved through the direct efforts of the representatives, they would be submitted to the jurisdiction of the competent court of Brussels.