



## TERMS & CONDITIONS

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

These General Terms and Conditions are valid for each attendee registered for the ISES Solar World Congress 2011 (SWC 2011), August 28 – September 02, 2011 in Kassel, Germany (hereafter referred to as "conference").

Location:

Kongress Palais Kassel – Stadthalle, Holger-Börner-Platz 1, 34119 Kassel, Germany, <http://kassel-tourist.de/cms03/tagen/kongresspalais/index.php>

Conference host and responsible organizer:

University of Kassel, Mönchebergstraße 19, 34109 Kassel, Germany, <http://www.uni-kassel.de>

Encashment, Online management, conference secretariat:

PSE AG, Emmy-Noether-Str. 2, 79110 Freiburg, Germany, [www.pse.de](http://www.pse.de).

### 2. PROGRAM AND SOCIAL PROGRAM

The conference program is published on the conference website <http://www.swc2011.org>.

University of Kassel 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: July 1, 2011
- Standard registration deadline: August 21, 2011
- Late / On-site registration: at the registration counter during the conference (subject to availability).

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 the SWC 2011 is available on <http://www.swc2011.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 (international 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 enter the conference. Discounts must be applied when registering – discount cannot be applied after the booking has been processed.

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 further registrations.

### 4. PAYMENT

The whole payment procedure will be managed by PSE AG by order of the conference host (University of Kassel). The online encashment is realized in cooperation with a bank security system company (B+S Card Service GmbH) 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 Euro only.

Payment is possible by credit card (Visa, Master Card (Amex Card on site only)): 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.

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

The conference fee is exempt from VAT in compliance with the German VAT regulations § 4 No. 22a UStG. Additional services may be subject to VAT.



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@swc2011.org](mailto:info@swc2011.org).

Each regular conference registration for the whole conference includes:

- Access to all conference sessions,
- Conference materials:
  - the printed conference program,
  - the book of abstracts (as .pdf),
  - the conference proceedings (as .pdf).
- Meals and refreshments:
  - the daily coffee breaks and lunches at the conference,
  - free entrance to the Welcome Reception,
  - entrance to the Conference Dinner and participation in the Technical Tours with a reduced price,
- Public transport in Kassel during the congress for free,
- Access to a password-secured area on the website with publication of the list of participants.

Accommodation costs are not included in the conference fee, and attendees are responsible for making their own lodging arrangements. An online hotel reservation form is provided on the SWC 2011 website, [www.swc2011.org](http://www.swc2011.org).

## 5. CONFIRMATION/ADMISSION

**A delegate's registration will not be valid until receipt and clearance of payment by SWC 2011 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 German embassy or consulate for visa details and to allow sufficient time for the visa application procedure. Please note 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. All requests should be sent in due time by e-mail to [info@swc2011.org](mailto:info@swc2011.org). Please note that the SWC 2011 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 for regular delegates and students 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 then. 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, country 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 1, 2011: Refund of 50% of the conference fee minus 30 € handling fee.
- Receipt of cancellation by August 1, 2011: Refund of 25 % of the conference fee minus 30 € handling fee.
- No refund can be accepted after August 1, 2011.
- No refund will be given for registrations for social events.

**Substitutions are welcome at any time before start of the conference.** If you wish to substitute a participant, please contact the SWC 2011 secretariat at your earliest convenience. **During the conference, the ticket is non-transferrable.**



Changes in the number of days you are attending the conference cannot be made at the conference. Credit will not be given for unattended events or early termination of attendance.

Cancellations of the registration have to be made in writing to the conference secretariat at PSE AG, Emmy-Noether-Str. 2, 79110 Freiburg, Germany, [info@swc2011.org](mailto:info@swc2011.org)

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, such as but not limited to a war, strike, riot, crime, flooding, earthquake, or volcanic eruption) 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 (whether direct or indirect), costs, or losses incurred, including but not limited to transportation costs, accommodation costs, financial losses, loss of profit, 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 SWC 2011 newsletter, last minute details and announcement of future ISES Solar World Congresses and will be handed on to the organizer of the next SWC.

The data of the participants will not be given to a third party not related to the SWC. Participants who do not wish their email addresses to be used in the above described manner can ask PSE AG anytime to delete their personal information from the conference database.

## **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 and stands photographed, drawn and filmed for publication in its own material or in the general press.

## **10. LIABILITY**

The conference host and organizers shall be held liable in the framework of a duty of care as a respectable businessman according to statutory provisions. The conference host and organizers shall be liable regardless of the legal nature of the claim only in relation to willful acts or gross negligence. The conference host's and 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 organizers.

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 organizer for damage or loss of property therefore is restricted to willful intent and gross negligence.

## **11. FULFILMENT AND JURISDICTION**

The place of performance and jurisdiction will be Kassel, Germany. All contractual and legal relationships are subject to the exclusive application of the law of the Federal Republic of Germany, and in the event of any legal claims arising from either party, Kassel, Germany 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.