

## **General Terms & Conditions for Participants EuroSEAS Conference**

These Terms & Conditions apply to every person registering as a participant for the European Association for Southeast Asian Studies Conference to be held in Oxford, United Kingdom from August 16- 18 2017, hereafter referred to as “the conference”, organised by the European Association for Southeast Asian Studies, hereafter referred to as “EuroSEAS”.

EuroSEAS is registered with the Chamber of Commerce in the Netherlands under the KvK-number 40448189. The secretariat is based in the Netherlands, PO Box 9515, 2300 RA Leiden. Email: [euroseas@kitlv.nl](mailto:euroseas@kitlv.nl). Website: <http://euroseas.org/>.

### **Conference registration**

Only fully completed registrations will be accepted.

If the maximum participants capacity is reached, the conference organisers reserve the right to refuse additional registrations.

### **Registration confirmation**

A registration confirmation will be sent by email after the online registration, the payment and any necessary documents have been received by the registration department. Participants may be requested to present this registration confirmation/receipt at the registration counter as proof of their registration and payment.

### **Registration fees**

All participants must pay the registration fee prior to arrival at the conference venue. Participants are also advised to have a copy of their payment slip when going to the registration desk at the conference just in case they are requested to show proof of the payment on their arrival.

The fee includes automatically a EuroSEAS membership for 2 years.

### **Methods of payment**

Payments should be made in advance and in EURO only, using a credit card. All bank fees must be paid by the transmitter.

Indicate the registration number and the participant's full name as a reference on all bank transfers.

### **Cancellation policy**

Notice of cancellation must be made in writing by email to the EuroSEAS secretariat. The notification must include all relevant information regarding the bank account to which a possible refund may be remitted. The cancellation will not be effective until a written acknowledgement from the EuroSEAS secretariat is received.

Registration fees may be refunded as follows:

Written cancellation received:

- before 15 June 2017: 75% refund
- between 15 June 2017 and 15 July 2015: 25% refund

- after 15 July 2017: no refund

The date of the email receipt date will be the basis for considering refunds. Refunds will be made after the conference.

In the case of over-payment or double payment, refund requests must be made in writing and sent to the EuroSEAS secretariat, by email.

No refunds will be granted for unattended events or early termination of attendance, in case of cancellation of speakers, lack of space in the conference room or any other incidents during the conference which are beyond the control of the conference organisers.

### **Cancellation of the conference**

In the event that the conference cannot be held or is postponed due to events beyond the control of the conference organisers (force majeure) or due to events which are not attributable to wrongful intent or gross negligence of the conference organisers, the conference organisers cannot be held liable by delegates for any damages, costs, or losses incurred, such as transportation costs, accommodation costs, costs for additional orders, financial losses, etc.

Under these circumstances, the conference organisers reserve the right to either retain the entire registration fee and to credit it for a future conference, or to reimburse the participant after deducting costs already incurred for the organisation of the conference and which could not be recovered from third parties.

### **Modification of the programme**

The conference organisers reserve the right to modify the programme. No refunds can be granted in case of cancellation of speakers, lack of space in the conference room or any other incidents during the conference which are beyond the control of the conference organisers

### **Liability**

EuroSEAS will not accept liability for damages of any nature sustained by participants, or loss of, or damage to their personal property as a result of the conference or related events.

### **Letter of invitation**

Individuals requiring an official Letter of Invitation from the conference organisers can request one through the online registration form or by contacting the EuroSEAS secretariat. To receive a letter of invitation, participants must first register to the conference, submit any necessary data and a paper abstract.

The letter of invitation does not financially obligate the conference organisers in any way. All expenses incurred in relation to the conference, the registration and the attendance are the sole responsibility of the participant

### **Visa requirements**

It is the sole responsibility of the participant to take care of his/her visa requirements.

### **Personal insurance**

EuroSEAS cannot be responsible for healthcare, dental and ambulance services during its conferences or events. EuroSEAS strongly recommends that participants take out comprehensive medical and travel insurance, which should cover the possibility of flight cancellation due to strikes and other causes. Therefore EuroSEAS and its local co-organisers accept no responsibility of any

nature whatsoever for personal injury, death, loss or damage to property or participants however caused or arising.

### **Privacy Legislation**

In registering for the EuroSEAS conference, relevant details will be incorporated into a participant list for the benefit of all participants. Normally this information would be: name, surname, institution, country and email address. EuroSEAS may use these details to inform current participants of conference updates or future conferences via email. Participants are responsible for advising EuroSEAS if they do not wish to have their email addresses included in the conference participant list or EuroSEAS distribution list for future events.