

IVNC 2024 Conference Rules and Guidelines

valid from 17th November 2023

These rules are designed to ensure a smooth and productive conference experience for all attendees. **Please familiarize yourself with them and adhere to the guidelines throughout the event.**

Organizer: Ústav přístrojové techniky Akademie věd České republiky, v. v. i. (Institute of Scientific Instruments of the Czech Academy of Sciences – ISI of the CAS)

Address: Královopolská 147, 612 00, Brno, Czech Republic

IČ: 68081731

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(hereinafter referred to as the organizer)

1. Registration and Payment:

All participants must register via registration form on the conference website. The conference fee should be paid in advance as well. Nevertheless, on-site registration and payment is possible too but there is an extra charge for late registration. Registration rules, conference fees as well as additional fees are listed on the conference website.

The organizer accepts no liability for additional charges made by attendees' bank when paying the conference fee. **The conference fee will be invoiced in Czech crowns (CZK).** The price in euros or dollars will depend on the current exchange rate of your bank. Payment of the fee establishes a legal relationship between the participant and the organizer. The organizer undertakes to confirm participation in the conference without undue delay after payment of all fees of the participant. The participant shall not be entitled to confirm the participation in the conference before the full payment of the fees has been made.

If a participant pays the fee for the services ordered and subsequently cancels the registration/application for the conference, **the payment will not be refunded.**

In the event that the organizer is unable to hold the conference due to circumstances beyond his/her control ("vis major"), the organizer will immediately inform the registered participants. In this case, all obligations towards the participant incurred by the organizer as a result of the participant's registration for the conference shall cease and the participant shall not be entitled to any compensation for damages.

2. Badges:

Badges must be worn at all times during the conference. At the organizer's request, the participant is obliged to present his/her conference badge. This applies also to social events and activities (i.e. Themed Brno Tours). Lost badges should be reported to the registration desk immediately.

3. Organization:

The organizer reserves the right to change the invited speakers, lecturers, date, venue or cancel the conference. By paying the conference fee, the participant acknowledges this right of the organizer.

4. Insurance:

The organizer shall not be liable to participants for any loss, destruction or damage to participants' belongings, bags or luggage, whether such destruction or other damage occurs before, during or after

the conference. Each participant provides their own insurance. The organizer declares that the fee does not include any insurance for the participant.

5. Withdrawal from the contract:

In accordance with the provisions § 1837 písm.j) of Act No. 89/2012 Sb., the Civil Code, as amended, the purchaser has no right to withdraw from the contract concluded between the participant and the organizer in accordance with the provisions of § 1829 of the Civil Code (withdrawal from the contract within 14 days without giving any reason), on the grounds that it is a contract with the performance of the conference organizer within the specified time.

The participant has the right to withdraw from the conference before the payment of the conference fees; **once the conference fees have been paid to the organizer, the participant has no right to withdraw from the contract.**

6. Claims Procedure:

All claims shall be governed by these terms and conditions and the claims procedure set out in this article.

The organizer shall not be liable for the participant's failure to receive a confirmation of participation in the conference for reasons attributable to the participant, in particular for the participant's failure to receive the confirmation at the e-mail address provided by the participant.

In the event that the participant does not receive the confirmation of registration for the conference within 14 working days of making payment, the participant is entitled to request the issuance of the conference admission and a tax receipt relating to the payment of the participant's fees.

For this purpose, the participant is obliged to provide the organizer with the name and email address provided in the registration or payment identification data.

In the event that the conference is cancelled completely by the organizer, the participant who has provided the organizer with his/her contact details (email, telephone, postal address, etc.) will be informed via this contact that the conference is cancelled. The organizer shall not be liable to the participant in any way if he/she cannot be reached via this contact or if the participant does not receive the cancellation notice in time.

In the event of a complete cancellation by the organizer, the organizer will refund the participant's payment in full as follows (unless otherwise agreed):

a) in the case of electronic payment, the participant's fee will be refunded via the payment gateway through which the payment was made.

b) in the case of payment by cash or bank transfer, the participant's fee will be refunded by transfer to the participant's bank account.

7. Punctuality:

Attendees should arrive on time for all sessions and events. Speakers and presenters are expected to adhere to the assigned schedule.

8. Language:

English will be the primary language of the conference.

9. Cell Phones and Devices:

Please silence or switch off mobile phones during sessions. Use of laptops and tablets is encouraged for note-taking.

10. Networking:

Networking events provide opportunities for collaboration. Respect others' time and engage in meaningful conversations.

11. Q&A Sessions:

Questions during sessions should be concise and relevant to the topic. Respect the time allocated for Q&A.

12. Poster Sessions:

Poster presenters should be available at designated times for discussions. Respect the presenter's space and time.

13. Attire:

Business casual attire is appropriate for most conference activities. Special dress codes may apply for certain events.

14. Venue and Facilities:

Respect the conference venue and its facilities. Report any issues or concerns to the event organizers.

15. Meals and Refreshments:

Meals will be provided during designated times. Not all of your dietary restrictions can be met. We can provide vegetarian meals.

16. Feedback:

Constructive feedback is encouraged for continuous improvement. Use provided channels for sharing comments and suggestions.

17. Social Media:

Use official hashtag (# **IVNC2024**) and handles when sharing on social media. Respect the privacy and preferences of other attendees.

18. Emergency Procedures:

Familiarize yourself with emergency exits and procedures. In case of emergency, follow instructions from event staff.

19. Respect and Inclusivity:

Treat all participants with respect and courtesy. Embrace diversity and inclusivity in discussions and interactions.

20. Final Provisions:

The GDPR is discussed in detail in a separate document.

The organizer is entitled, in the event of a breach of any of the provisions of these conference rules and guidelines by a participant, to exclude the participant from participation in the conference or to exclude the participant from participation in other events organized by the organizer. In such a case, the participant shall not be entitled to any compensation for any damages or refund of the fee paid or services ordered.

Should any provision of these conference rules and guidelines prove invalid or ineffective, this shall not affect the validity and effectiveness of other provisions of these conference rules and guidelines which are severable from the invalid or ineffective provision.

The organizer is entitled to change these conference rules and guidelines at any time, and the conference rules and guidelines shall enter into force upon their publication.

All provisions of these conference rules and guidelines and the contractual relationship between the participant and the organizer shall be governed by Czech law. These conference rules and guidelines form an integral part of the contract concluded between the participant and the organizer and the participant, by registering and paying the fee, simultaneously confirms that participant has read these conference rules and guidelines and that participant expressly acknowledges that these conference rules and guidelines are part of the contractual agreement between participant and the organizer.