

General Terms and Conditions

Definitions

These Terms & Conditions for delegates apply to every person registering as a regular delegate for the **100 Year Anniversary of the International Association of Communication Sciences and Disorders - IALP2024** to be held in Vienna, Austria from June 27-29, 2024 (hereafter referred to as "the conference"), organised by the Vienna Medical Academy GmbH (hereafter referred to as "the conference organisers").

All references to a date or a deadline, mentioned in these terms and on other conference documents, refer to the Central European Time Zone (CET).

Conference Fees

The reduced registration fees are only applicable if they have been paid to the congress account before the according deadlines are over. Registering without performing an actual payment will automatically set your balance to the higher fee applicable onsite.

The deadlines are as follows:

Early fee deadline	April 30, 2024
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Conference registration

Only fully completed online registrations will be accepted. An invoice will be sent after the receipt of your registration, a confirmation of payment will be sent upon receipt of payment in full. If the full payment has not been received before the deadline indicated, the registration will remain valid, however the due fee will be increased according to the payment period (early/regular/on site).

To be able to register as a student or postgraduate trainee, individuals must present proof of fulltime enrolment at a recognised university or college or an according programme (i.e. student ID, confirmation of head of department, etc.) either by uploading their student ID during registration or by sending the ID via fax or email immediately after completing the registration or during the on site registration process.

The registration fee for delegates includes entry to all conference sessions, corporate satellites, the exhibition and poster area, the banquet, the opening session and the closing session, provided that sufficient seating space is available. Please note that the security personnel of the conference centre / staff onsite are responsible for granting or denying access to conference halls in case of overfilling, according to room capacities and national legislation. The conference organiser cannot guarantee available space in every session.

The conference organisers cannot guarantee that a conference bag and other conference materials will be available for late registrations. All conference materials will be distributed on-site.

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

The registration fees include 20% of Austrian VAT.

Once the payment has been received, an invoice will be sent to your contact email address. If the full payment has not been received before the deadline indicated, the registration will remain valid, however the due fee will be increased according to the payment period (early/regular).

Registration confirmation/receipt

A registration confirmation/receipt will be sent by email after the online registration, a related payment and any necessary documents have been received by the registration department. Delegates

may be requested to present this registration confirmation/receipt at the registration counter as proof of their registration and payment.

Methods of payment

All payments of registration fees have to be settled **EXCLUSIVELY** prior to the event by credit card or bank transfer. Payments will not be accepted onsite. Participation of the conference is only possible with paid conference fee.

All bank charges and transfer costs have to be paid by the order giver. Bank transfer fees incurred may be claimed by the organizer. Please indicate the following details with your transaction: invoice number, registration number, participant's name.

Registration name change

A handling fee of EUR 50.- will be charged for every name change to an existing conference registration. A new registration form for the substitute delegate should **NOT** be submitted. Name changes will be accepted by email indicating the old and new names including the required contact details until May 31, 2023.

Cancellation policy

Provided you are a consumer, you have the right to withdraw from this online registration order within 14 days without giving any reason by law. The right of withdrawal is excluded if the delegate has requested access to the conference prior the 14-day withdrawal period.

Notice of cancellation (e.g. in case of sickness, lack of funding or any other personal reasons) must be made in writing by email or fax to the **IALP 2024** Congress Office. 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 **IALP 2024** Conference Registration Department is received.

Registration fees may be refunded as follows:

Written cancellation received:

- before April 16: 75% refund
- before/till May 16: 50% refund
- after May 16: no refund

The date of the email receipt or fax ID will be the basis for considering refunds. Please indicate your bank details on your written cancellation. 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 **IALP 2024** Conference Registration Department, 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.

By registering to the **IALP 2024** participants agree that neither the organising committee nor the congress office assume any liability whatsoever. Participants are requested to make their own arrangements for health and travel insurance. The conference fee does not include insurance.

Cancellations made after the deadline May 16, 2023 cannot be refunded for any reason.

Cancellation of the conference

In the event that the *live* conference cannot be held or is postponed due to events beyond the control of the conference organisers (force majeure), including but not limited to pandemic or epidemic situations, or due to any other 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 delegate 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. The delegate will be informed in time of any changes, postponements, or cancellations. In case the conference is changed to a virtual format, all delegates can consume the services and content offered electronically, which represents an equivalent replacement for the services and content offered on site.

Lost name badge

The **IALP 2024** badge must be worn at all times during the conference. Access to the conference venue will not be granted without the name badge issued by the conference organiser. If a delegate loses, misplaces or forgets the name badge, a handling fee of EUR 50.- will be charged for a new name badge. Upon handing out a new name badge, the lost badge will be deactivated and become invalid.

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 **IALP 2024** Registration Department. To receive a Letter of Invitation, delegates must first register to the conference and submit any necessary data, as stated on the online form.

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 delegate.

Visa requirements

It is the sole responsibility of the delegate to take care of his/her visa requirements. Delegates who require an entry visa must allow sufficient time for the application procedure. Delegates should contact the nearest Austrian embassy or consulate to determine the appropriate timing of their visa applications. Note: Austrian embassies and consulates-general are independent decision-making agencies for visas, sometimes after specific checks have been made with other E.U. countries. You cannot appeal against the rejection of a visa application, neither can the **IALP 2024** intervene on your behalf in case of a rejection or to speed up the procedure.

Delegate registration details will be shared with the Austrian immigration authorities to assist in the immigration process. However, the conference organisers and/or the **IALP 2024** Registration Department will not directly contact embassies and consulates on behalf of visa applicants.

The registration fee minus a handling fee of EUR 25.– will be refunded after the conference if the visa was applied for in time and proof is shown that a visa could not be granted even though all requested documents were submitted. Refund requests must be made in writing and sent to the **IALP 2024**

Registration Department, by email, no later May 16, the date after which requests for such refunds cannot be taken into consideration.

Travel-health insurance

As a part of a visa application, individuals must have travel-health insurance for the duration of their stay in the E.U.. This insurance can be obtained from any approved insurer. Individuals need to check with the responsible embassy/consulate for a list of approved insurers available in their country.

Individuals must have insurance for their entire stay in the E.U. and therefore are encouraged to ensure and pay for the correct number of days. The visa will only be given for the dates that are covered by the insurance policy, which need to relate to the travel dates.

Photographs & Video Streaming

The organiser may without the further consent of the participants use and release pictures and videos taken during the congress for reports of the congress and/or in future marketing materials. By registering to this congress, attendees agree that photographs or sound or video recordings taken during the congress that could include recognizable images or voices of those in attendance may be posted on the congress website. All recordings are treated sensitively and discreetly. Names will not be published. The congress is held in a public space, therefore we do not prohibit participants, exhibitors, sponsors, or news organisations from photographing, video or audio-taping some congress activities. The organiser reserves the right to use images taken at the congress with your photograph and/or likeness on social media and/or in future marketing materials. The organiser is NOT responsible for individual attendee's use of your image or likeness.

DATA PROTECTION AND SHARING OF CONTACT DETAILS

Personal data

The protection of your data and the observance of your right of informational self-determination with regard to the collection, processing and use of your personal data are important to us.

For further information on data protection please visit "[general data protection regulations](#)"

As a rule the WMA GmbH will *not* store any credit card data.

In order to facilitate border entry and visa applications, the organiser will share contact details of concerned delegates only if required by the authorities.

Further use of your data:

Newsletters

Your consent provided, the organiser will contact you with regular newsletters ahead and during the meeting (e.g. 'Daily News', information on the availability of the conference app), with an invitation to complete a post conference survey after the conference, as well as with announcements of future conferences. You may unsubscribe of these mailings at any time, this will not affect official correspondence from the conference secretariat.

Emailings on behalf of third parties

Consent provided, the organiser periodically performs e-mailings to delegates on behalf of third parties regarding activities at the conference or other communications, which may be of interest to professionals in the field (e.g. information on corporate satellites). Email contact details of delegates will **not** be passed on to third parties in this context.

You may unsubscribe of these e-mailings at any time, this will not affect official correspondence from the conference secretariat.

Lead retrieval system

At the time of registering you will be asked if you agree to share your contact information with the companies in whose corporate satellite or company corner you visit. This information contains name,

last name, academic title, city, country, email, and institution as provided during the registration process.

The organisers ask for your permission to pass on the data to the companies during registration. Please note that, should you opt-out at the time of registration, but agree to share your information at the time of attending the corporate satellite or company corner this consent will overrule the original opt-out.

Please do report any misuse of the lead retrieval to the exhibition management.

Liability

The conference organisers shall be held liable in the framework of a duty of care as a respectable businessman according to statutory provisions. The liability of the conference organizers – for whatever legal reason – shall be limited to intent and gross negligence. The liability of commissioned service providers shall remain unaffected by this. The delegate shall take part in the conference at his/her own risk. Oral agreements shall not be binding if these have not been confirmed in writing by the TU Wien.

Fulfilment and jurisdiction

The terms of this contract shall be fulfilled in Vienna, Austria and, in the event of any legal claims arising from either party, Vienna, Austria shall be the sole court of jurisdiction.

General Terms and Agreements as per Dec. 1, 2023