

## Terms and Conditions Registration for 29th Session of the International Commission on Illumination, CIE 2019

### **a) Data Protection Clause**

I acknowledge that CIE obeys the International Data Protection Guidelines; I agree that my given data may be used and processed by CIE and/or Virginia Tech for conference registration, management of membership data, and other CIE purposes (e.g. distribution of newsletter and other CIE information, promotion of CIE Congress, educational/scientific activities, etc). Your data will be stored for the sole purpose of your attendance at this event. After the event is completed your personal data will not be passed onto third parties.

I undertake not to use workshop materials for commercial purposes, not to copy, not to publish seminar materials in printed publications, on the Internet, on television, not to distribute them in any other way, including for profit, not to transfer materials received from the Organizer seminar in paper and electronic form to third parties, including for the purpose of copying and reproduction, unless the materials are specified as being "Open Source". If the participant of the workshop violates the above obligation, the CIE and / or its authorized agent CIE GmbH and / or the Host is entitled to bring the participant of the workshop to account for this violation and recover from the participant of the workshop the losses incurred.



### **b) Payment of Registration**

Registration may be paid via credit card, check (drawn from U.S. bank), bank transfer, or an invoice to your organization. Please select your method during the registration process.

With regards to receipt of payment:

- If the full amount of your **Early registration fee** has not been **received** by **April 3, 2019**, the Standard registration fee will automatically become effective.
- The full amount of your **Standard registration fee** must be received by **June 7, 2019**. Payment after that date could lead to cancellation of your registration.

### **c) Student Registration**

If registering as a student proof of attendance in a relevant tertiary education programme shall be provided to the convener at the time of registration, this shall include a letter from your Head of Department

### **e) Bank Transfer Charges**

Should special arrangement for payment by Bank Transfer have been arranged all bank charges for the transfer service must be paid by the participant. Open amounts must be settled before receiving a name badge for the event.

### **f) Late Payment**

Fees that have been forwarded too late may not have been credited to the congress account when the meeting starts. To avoid double payment, please make sure to bring a copy of your receipt/credit card statement.

Please note: Deposits are not accepted.

### **g) Cancellation of Registration**

Any cancellation must be requested in writing by email to the registrar [cpeinfo@vt.edu](mailto:cpeinfo@vt.edu)

In the event of cancellation the following cancellation deadlines and fees apply.

- Cancellation on or before the early registration deadline – **Cancellation fee of 50%** of the registration fee (50% will be refunded less any transaction charges).
- Cancellation after the early registration deadline – **Cancellation fee of 100%** of the registration fee (no refund).

Please do not expect the financial settlement of any applicable refund until after the event.

### **h) Payment of Cancellation / Administrative Fee**

With your registration you authorize the organizer to retain any applicable registration cancellation/administrative fees (under the terms and conditions explained in this registration process).