

## Terms and Conditions Registration for CIE Tutorial on Urban Lighting Masterplanning

### **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 for the management of membership data as well as other CIE purposes (e.g. distribution of newsletter and other CIE information, promotion of CIE Congress, educational/scientific activities, etc.) and may be forwarded to the publisher/distributor of CIE publications.

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

With regards to receipt of payment:

- If the full amount of your **early registration fee** has not been received **by two business days** after the **early deadline (2023-04-07)**, the Standard registration fee will automatically become effective and a new invoice will be issued.
- The full amount of your **standard registration fee** must be received **by two business days** after the **standard deadline (2023-04-29)**. Payment after that date shall lead to cancellation of your registration.

**There will be no On-site registration.**

### **c) CIE National Committee Member Registration**

If registering as a member of a CIE National Committee (NC) then please provide the current (2023) Member of an NC Webshop Discount Code during the registration as proof of your membership. Please approach your NC if you have not received this code.

### **d) Student Registration**

When registering as a student proof of attendance in a relevant tertiary education programme shall be provided, including a letter from your University/Institution. This should be uploaded as part of the registration process.

### **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: Down-payments (partial payments) cannot be accepted.

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

Any cancellation must be notified in writing to the host registration services:

**Topkon Congress & Event Management**, Zuhtupasa Mah. Rifatbey sok. No:24, Kadikoy, Istanbul / Turkiye  
Email: [cietutorial@topkon.com](mailto:cietutorial@topkon.com)

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

- Cancellation **before early deadline (2023-04-07)** – **Cancellation fee of 40%** of the registration fee (60% will be refunded less any transaction charges).
- Cancellation **on or after early deadline but before standard deadline (2023-04-29)** – **Cancellation fee of 70%** (30% will be refunded less any transaction charges).
- Cancellation **standard deadline (2023-04-29)** – **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 charge any occurring registration cancellation/administrative

fees (under the terms and conditions explained in this registration process) to your given credit card.

**i) Liability**

Should technical reasons beyond the control of the organizers make any changes necessary, they cannot be held responsible. The organizers are acting as agents and cannot be held responsible for any loss, injury or damages to any person or property whatever the cause may be. The liability of persons and enterprises providing means of transportation or other services, however, remains unaffected. The participant(s) take(s) part in any tour and trip at his or her own risk. Only written arrangements are binding. Sole congress venue is Istanbul Technical University Ayazaga Campus, Istanbul, Turkiye. With your registration you authorize the organizer to use all registration data given in the registration form for the computerized handling of the tutorial and further communication with all respective suppliers. Turkish Republic law shall apply and place of jurisdiction is Istanbul, Turkiye.