

## General Terms and Conditions

The successful online registration implies a binding contract between the conference agency K.I.T. Group GmbH Dresden and the participant. K.I.T. Group acts on behalf of the conference host. The participant receives an official confirmation of registration and invoice for his bookings and has to pay all conference fees in due time.

The conference fee (including conference materials, one copy of the conference proceeding, all coffee as well as lunch breaks) must be paid fully prior to the conference. The payment can either be conducted by means of bank transfer or by credit card. When conducting a bank transfer any potential bank fees have to be covered by the participant. When registering for the early fee, the payment must be conducted **until 12th July 2013**. Otherwise the regular fee automatically applies for the registration.

### Cancellation of registration

For all cancellations received **until 12th July 2013**, the paid registration fees will be refunded minus a cancellation fee of 50 % of the bookings. After this date, no refunds will be made for any cancellations, and accordingly the demand for full payment of the registration fees remains. Any changes of the registration and all cancellations must be communicated to the K.I.T. Group GmbH Dresden in writing only.

### Social Program

A booking of the social program (conference dinner and evening tour) can be conducted online together with the registration for the conference or at a later stage in writing an e-mail to [info@kitdresden.de](mailto:info@kitdresden.de). The booking is binding and the full payment prior to the conference is mandatory. A cancellation **until 31st July 2013** is possible without handling charge. No refund will be made for cancellations after this date, and the claim for the full payment of the fee remains, respectively.

**Please note:** the evening tour on 4th September 2013 is based on a minimum of 30 attendees. Should the minimum numbers not be reached, we reserve the right to cancel the tour and to refund the amount paid.

### Hotel Reservation

K.I.T. Group has blocked rooms for the conference participants in different hotels close to the conference venue. The booking may be conducted online together with the registration for the conference or in writing an e-mail to [info@kitdresden.de](mailto:info@kitdresden.de). You will subsequently receive an official confirmation of the hotel reservation.

Rooms are allocated on a "first come - first served" basis, according to availability.

**For a binding hotel reservation** a valid credit card is required as booking security. The hotel may charge this credit card in case of late cancellations or no shows with the corresponding cancellation fee that applies at that time.

All costs for accommodation, breakfast and all extras have to be paid **on-site** at the hotel directly.

### Hotel Changes and Cancellations

All changes, shortenings and cancellations must be notified to the K.I.T. Group GmbH Dresden in writing until 15th July 2013. After this date, cancellations and changes may be subject to a penalty fee and the General Terms and Conditions of the hotel apply for any changes and cancellations, respectively.

All cancellations and changes must be communicated to the K.I.T. Group GmbH Dresden in writing only. From 48 hours before arrival, the hotel must be informed directly.