

# General Terms and Conditions to register for and attend the Broadening Horizons 6, Bridging the Gap: Disciplines, Times and Spaces in Dialogue

## The organiser is:

Freie Universität Berlin  
Digital Entrepreneurship Hub  
Garystraße 21  
14195 Berlin  
[hellodiversity@wiwiss.fu-berlin.de](mailto:hellodiversity@wiwiss.fu-berlin.de)

(hereinafter referred to as Organiser)

## In charge of implementing registration:

Universität Hamburg Marketing GmbH  
Feldbrunnenstr. 9  
20148 Hamburg

(hereinafter referred to as UHHMG)

## 1. Contracting parties and conclusion of the contract

The Organiser offers and implements the Hello Diversity conference. UHHMG conducts the registration processes for the conference and its accompanying programme on behalf of the Organiser. In principle, participating in the accompanying programme is at one's own risk and is covered by the Organiser's insurance policy. Notwithstanding the above, the Organiser remains the participant's sole contract partner.

In order to register to attend the event, the following link must be used: registration link:

<https://mi3.lambdalogic.de/unihamburg-online/hidiversity.do>.

The contract concerning participation at the event is not concluded upon registration; instead, the contract is considered concluded once UHHMG has sent the participant a separate confirmation e-mail. The send history report is deemed sufficient evidence that the confirmation was delivered properly.

**The number of participants is limited. Participants are registered on a first come, first served basis.**

## 2. Participation fee and due date

Payment of the conference fee and any additional services is due within 14 days of receiving the payment request/invoice. **The full amount is payable to the following bank account:**

Universität Hamburg Marketing GmbH  
IBAN: DE 02 2005 0550 1282 1322 22  
BIC: HASPDEHHXXX.

Receipt by UHHMG of the amount owed is decisive for determining whether the payment was made in due time.

Alternatively, the participant has the opportunity to pay the participation fee via the registration page via the external company "Ingenico" by credit card or by using PayPal.

**The participation fee due depends on the time of registration. If payment is made late, the participation price that applies at the respective time of payment receipt is due. Additional claims by UHHMG beyond this scope for default of payment remain unaffected.**

Pursuant to Section 4 (22) (a) German Value Added Tax Act (UStG), the participation fee allocated to participating in the main conference and/or workshops taking place in the scope of the conference is exempt from VAT. Participation fees and additional services are subject to VAT; the VAT is already included in the prices stated and is disclosed separately on the invoice.

UHHMG collects the participation fees on behalf of the Organiser on a trust basis. Bookings are based on the General Terms and Conditions above and on the notes on registering for the conference. Certificates of attendance/conference tickets are not issued until payment has been received in full. No responsibility is assumed for lost or unused documents, certificates of attendance or badges (admission tickets). EUR 10.00 incl. 19% VAT is charged for re-issuing any of the above.

Any bank fees incurred in connection with the payment are charged to the participant. This also applies to remittance costs, if the participant or his legal representative and/or persons whom he uses to perform his obligation are responsible for the remittance; slight negligence is sufficient in this respect.

### **3. Cancelling attendance at the conference**

The participant is entitled to cancel its attendance at the conference and the accompanying programme without stating reasons in accordance with the following provisions:

- a) If cancelled until May 16, 2019, the participation fee is fully reimbursed less a handling fee of EUR 20.00 per person.
- b) If cancelled until June 11, 2019, a lump sum cancellation fee amounting to 50% of the total amount will be charged. The participant is entitled, however, to furnish proof that the Organiser suffered less damage or none at all.
- c) If attendance is cancelled after June 11, 2019 the participation fee is due in full and is not reimbursed. The participant is entitled, however, to furnish proof that the Organiser suffered less damage or none at all. The participant is also entitled to state to the Organiser the name of a substitute who will take over the booked arrangements in full. A handling fee of EUR 25.00 incl. VAT is due for changing a booking to another name; the change is made to the booking only once this amount has been paid and UHHMG has confirmed the change in writing.

Cancellation declarations or name changes, along with full contact details of the substitute, shall be sent in writing or via e-mail to the Organiser to the following address:

Freie Universität Berlin  
Digital Entrepreneurship Hub  
Garystraße 21  
14195 Berlin  
[hellodiversity@wiwiss.fu-berlin.de](mailto:hellodiversity@wiwiss.fu-berlin.de)

Receipt of the cancellation declaration by the Organiser is decisive for determining whether a cancellation was made in due time. Any bank fees caused are charged to the participant.

### **4. Cancellation of or changes to the event**

4.1 The Organiser reserves the right to cancel the conference if the number of participants is too low or as a result of force majeure. If the event is cancelled, the Organiser shall inform the participants without undue delay as soon as it has knowledge of such cancellation. Any participation fees already paid will in this case be reimbursed without undue delay. Other claims by the participants beyond this scope are excluded unless the participant has suffered damages that were caused by the Organiser or its vicarious agents; such claims are limited to the foreseeable damage typical of such contracts.

4.2. Participants are not entitled to assert claims against the Organiser if the event programme or venue (within Berlin) is changed due to unforeseen circumstances or due to cancellations by speaker at short notice or for similar reasons, provided the overall nature of the event is maintained.

## **5. Liability**

The Organiser is only liable for damage if such damage is caused by violation of a material contractual obligation or by intentional or grossly negligent conduct by the Organiser or its vicarious agents. In case of violation of a material contractual obligation, liability (also in case of negligent conduct) is limited to the foreseeable damage typical of such contracts. A material contractual obligation is defined as an obligation that is essential for the proper implementation of the contract or an obligation on the fulfilment of which the participant relied and may reasonably rely upon.

Any liability for compensation of damages beyond this scope is excluded. Liability for culpable injuries to life, limb or health as per the statutory provisions shall remain unaffected hereby. This also applies to the mandatory liability under the German Product Liability Act (Produkthaftungsgesetz).

## **6. Privacy policy**

The participants' personal data is stored and processed under strict observance of the data protection regulations. The participants' personal data is stored and processed only to the extent required to implement and execute the contractual relationship with the customer and for the duration that the Organiser is obliged by law to retain such data. Collecting, storing and processing the personal data of participants is unavoidable when registering to an event. The participants' data are only disclosed to third parties involved directly in managing the conference and if the organisational process requires (agent in charge of implementing the conference, hotel). Against this background, UHHMG undertakes to use the personal data made available by the Organiser exclusively for carrying out the contractual services.

## **7. Images/photographs**

Please note that film footage, photographs and audio recordings may be realised within the scope of the conference. Such footage and recordings may be processed, used, exploited and published by the Organiser free of charge and without limitation concerning time and place for media coverage, including but not limited to photo galleries, reviews and illustrations. Upon registering, the participant consents to such recordings being used and grants the Organiser the right of use of the respective recordings without limitation concerning the time and place. Generally, names are not mentioned, but the Organiser reserves the right to use them.

## **8. Miscellaneous**

8.1. The place of performance is Berlin; the place of jurisdiction for any claims either party may have against the respective other party is Berlin, provided the participant is a legal entity.

8.2. Whenever written form is provided by these terms and conditions, sending an e-mail or a fax is deemed sufficient.

8.3 German law applies to all legal relationships resulting from registering to attend events offered by the Organiser, under exclusion of international private law and the UN CISG as adopted into German law.

8.4. The official language of the contract is German.

Last revised: 28.02.2019