

CONFERENCE CANCELLATION POLICY

Registration cancellation

If a registrant is unable to attend an event for any reason they may substitute, by arrangement with the congress administration, someone else to attend in their place before the final registration date published on the website. Note that a paper will only be published in the Conference Proceedings if it has been presented at the conference by an author of the paper, registered for the congress.

Where the registrant is unable to attend, and is not in a position to transfer his/her place to another person or to another event, then the following refund arrangements apply:

Authors:

- Registrations cancelled as a result of a paper not being accepted are eligible for an 80% refund of the registration fees paid. The remaining 20% of the fee contributes to administration costs incurred.
- Registrations cancelled more than 60 days before the event are eligible for an 80% refund of the registration fees paid.
- Registrations cancelled less than 60 days, but more than 30 days before the event are eligible for a 50% refund of the registration fees paid.
- Registrations cancelled less than 30 days before the event are no longer eligible for a refund.
- Failure to register after receiving a paper acceptance following the review process will incur a 75 EUR review fee.

Non-authors:

- Registrations cancelled more than 30 days before the event are eligible for a refund of the registration fees paid, less a 50 EUR administration charge.
- No refunds are available for cancellations made within 30 days of the event.

Visa issues:

- Cancellations from authors made after a failed visa application will be refunded according to the policy as described above, less an administration charge of 50 EUR per participant.

Notification of cancellation must be received in writing by email or fax no later than ten working days before the conference starts for refunds to be eligible.

Refund payment

For payments received by credit or debit cards, the same credit/debit card will be refunded. For all other payments, a bank transfer will be made to the payee nominated account.

For payments received from outside Europe by bank transfer, the refund will be made by bank transfer and all bank charges will be for the registrants account.

The policy as stated on this page is valid as from Feb 2020.