

## Terms & conditions: ACA events

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### General points

1. Any registration to an ACA seminar or conference infers full acceptance on the part of the registrant of all present general terms and conditions. Only the specific terms or conditions of a special contract concluded between ACA and the registrant may prevail over the present general conditions.
2. Any dispute regarding the validity, interpretation or execution of the contract will be referred before the appropriate court in Brussels, including summary procedures and cases involving more than one defendant. Only Belgian law is applicable.

### Registration, payment mode and cancellation

3. By submission of this registration form, the registrant certifies that he/she will pay the displayed total fee in full.
4. ACA will confirm all registrations by e-mail within two working days of receipt of your registration. If you have not received your confirmation within two working days please contact the ACA Secretariat (+32 513 22 41). Confirmations are sent to the person making the registration.
5. In case of an event with limited spacing, registrations are made on a first-come, first-served basis. If the event is oversubscribed, later applicants will be notified by email that they are on a waiting list, and will be accommodated if another place becomes available.
6. The registration is for the participation of one person only. All persons who wish to participate in an ACA seminar or conference should register individually.
7. Payments are possible via invoice or credit card. Invoices and credit card payment forms are sent by e-mail shortly after the completion of the registration. Printed invoices are available upon request. Payments are to be made within three weeks of the reception of the invoice or credit card payment form.
8. Our cancellation policy and deadlines for each event is clearly indicated on the registration form and on our website. Cancellations must be sent in writing (fax or e-mail) to the ACA Secretariat. Failure to attend the event without prior cancellation within the deadline will be charged in full.
9. Participation fees do not include accommodation and travel costs. Additional accommodation information is available on the accommodation page of the event website. ACA is not liable for accuracy of the information provided or for the quality of the suggestions.
10. ACA reserves the right to amend or cancel your registration at any time. If your registration is cancelled ACA will refund any fees paid.
11. ACA reserves the right to change these terms and conditions subject to notifying the participant of the changes, who shall be deemed to have accepted the amended terms and conditions by participation in the event.

12. ACA reserves the right to refuse participation in all ACA events in case of violation of the terms and conditions.

### **Discounts**

13. Participants that are subscribed to the ACA Newsletter – Education Europe at the time of registration receive a discount of EUR 20 for the attendance of ACA European Policy Seminars and EUR 50 for the attendance of the ACA Annual Conferences.

### **Visa requirements**

14. If you wish to attend an ACA event and need a visa to enter the country, you may require a letter of invitation from ACA. An invitation letter will not be issued until your payment for the event has been credited to ACA's account. The letter of invitation does not financially obligate the conference organisers in any way. All expenses incurred in relation to his/her attendance at the conference are the sole responsibility of the participant.

### **Limitation of liability**

15. ACA reserves the right to amend or cancel any event or event times and dates. This includes changes to speakers, content and programme. In the occurrence of an event cancellation, ACA will return any payments received in advance. ACA will not, however, refund any costs incurred as a result of this cancellation. E.g. travel and accommodation expenses.

16. ACA can accept no responsibility for any injury to participants sustained whilst attending the event. ACA does not accept responsibility of the loss or damage of personal property belonging to participants

17. The participant shall be liable for any costs incurred in repairing any damage to the premises or contents provided for at the event, including glass or furniture breakages, caused by the participant.

18. Whilst every effort will be made to ensure the provision of the facilities detailed, ACA cannot be held responsible for shortcomings or conditions, which may affect the event and are outside their control. E.g. weather, acts of terrorism, fire, etc.

### **Protection of privacy**

19. Information concerning registrants and participants is held on ACA files in accordance with Belgian law. Registrants can request access to this information at any time and demand that any inaccuracies be corrected. This information will under no circumstances be passed on to third parties, except in the context of the sub-contracting of services, notably the mailing and dispatch of bulletins.

20. ACA reserves the right to contact the registrant in order to provide all appropriate information regarding the products and services offered by ACA liable to interest the registrant. The registrant can nevertheless at any time request that the dispatch of such messages cease.