



## GENERAL TERMS AND CONDITIONS

### **Article 1. General provisions**

1. 17th European Drosophila Neurobiology Conference – Neurofly 2018 takes place on 3-7 September 2018 in the Auditorium Maximum of the Jagiellonian University at 33 Krupnicza St. in Kraków.
2. The Conference is organized by the Jagiellonian University, Institute of Zoology and Biomedical Research, Department of Cell Biology and Imaging and Polish Copernicus Society of Naturalists, managed by Targi w Krakowie Ltd as PCO.
3. Registration for the Conference implies acceptance of the General Terms and Conditions.
4. The official website of the Conference is the following: [www.neurofly2018.pl](http://www.neurofly2018.pl)
5. Conditions of participation in the Conference are:
  - online registration,
  - making payment,
  - personal confirmation of your presence at the registration desk on the day of the Conference.

### **Article 2. Registration**

1. Registration for the NEUROFLY 2018 Conference can only be made via online registration form on the website [www.neurofly2018.pl](http://www.neurofly2018.pl)
2. All registered participants must pay the required registration fees. Registration is considered valid only after the participant has made payment.
3. All participants are obliged to fill in the payer's data carefully. The Organizer is not responsible for any consequences of providing false and/or incomplete information on the registration form.
4. After registration, participants will receive an automatically generated notification e-mail to the e-mail address provided on the registration form.
5. Final confirmation of participation and all ordered services will be sent by the Conference Organizing Office in August 2018.

### **Article 3. Fees**

1. Information about fees is posted on the website: [www.neurofly2018.pl](http://www.neurofly2018.pl)
2. Participant's registration fee includes: access to lectures and poster sessions, conference materials, coffee breaks and lunches, Welcome Reception, Gala Dinner, excursion – Krakow sightseeing.
3. Accompanying person registration fee includes: Welcome Reception, Gala Dinner, excursion – Krakow sightseeing.
4. Registration fee does not cover the cost of accommodation.
5. Registration fee depends on participant type and date of payment.

### **Article 4. Payments, invoices**

1. The following types of payment are available:
  - payment to the Bank account, based on a proforma invoice that will be issued by the Conference Organizing Office and will be sent to the e-mail address provided by the participant on the registration form;
  - payment by online payment system (credit card or quick transfer).
2. All payments should have the following notification: Participant's Name(s) + NEUROFLY 2018

3. For summary payment orders, please enclose a full list of names or send a full list of participants to: [neurofly2018@targi.krakow.pl](mailto:neurofly2018@targi.krakow.pl)
4. Bank expenses must be covered by the participant.
5. After payment receipt, an electronic VAT invoice will be issued within 14 days of registration of deposit in the bank account of the Conference Organizing Office. Please note: this process can be longer (in some cases even 4 weeks) if you use an online payment system.
6. Participants who agree to receive an electronic invoice during registration process, will receive the invoice in pdf format sent to the e-mail address provided on the registration form.
7. Participants who do not agree to receive an electronic invoice during the registration process will get an original paper invoice during the Conference. At the participant's request, the original paper invoice can be sent by regular post.
8. A final invoice will be issued only at the participant's request until 15 October.
9. The date when the transfer has been made (in accordance with the deadlines mentioned in the Registration Information tab on the conference's website) will be considered as the date of participant's registration. Should one deadline be missed, the next applicable fee will be charged automatically.
10. Admission to the Conference is possible only after making payment.

#### **Article 5. Cancellation terms and fees refund**

1. All Conference registration cancellations have to be sent by e-mail to the Conference Organizing Office: [neurofly2018@targi.krakow.pl](mailto:neurofly2018@targi.krakow.pl). The date when the e-mail resignation was sent is binding.
2. Handling fee related to resignation is 350 PLN.
3. Refund of resignation fees will be managed according to the following rules:
  - 100% refund (less handling fee) if a notification e-mail is send to the Conference Organizing Office before July 31, 2018
  - 50% refund (less handling fee) if a notification e-mail is send to the Conference Organizing Office between August 1 and August 15, 2018
  - no refund on cancellations send after August 16, 2018.
4. **No-shows:** payment will not be refunded.
5. Cancellation of accommodation – please contact the Conference Organizing Office to ask if it is still possible to cancel your accommodation and get a refund – we cannot guarantee this because each hotel has its own cancellation policy.
6. Please be advised that refunds will be paid after the Conference.
7. Participants have the right to delegate another person to attend the Conference on their behalf without any extra charge. Notification has to be sent by e-mail to: [neurofly2018@targi.krakow.pl](mailto:neurofly2018@targi.krakow.pl) within 5 working days before the Conference.

#### **Article 6. Participant's duties and responsibilities**

1. All participants are required to wear their ID badge in a visible place during the Conference and all accompanying events and show their ID badge on request to the Conference personnel and security.
2. Participants have full material liability for damage done by them both on the premises of the facilities where any conference activities are conducted and in the Participants' places of accommodation.
3. The Organizer is not responsible for Participants' belongings which may be lost, damaged or stolen during the Conference.

### **Article 7. Final provisions**

1. The Organizer reserves the right to make changes in the Conference program. The current program is published on the website: [www.neurofly2018.pl](http://www.neurofly2018.pl)
2. If the Conference does not take place due to reasons dependent solely on the Organizer, the Organizer shall immediately return payments paid by participants to the indicated bank accounts.
3. If the Conference does not take place due to reasons caused by "force majeure", Participant shall not be entitled to compensation or refund of any fees associated with participation in the Conference, as well as cost of additional ordered services.
4. To all matters not settled herein, provisions of the Polish Civil Code shall apply.
5. Any disputes that may arise from participation in the Conference shall be settled by Polish courts on the grounds of the Polish procedure.
6. The following Terms and Conditions come into effect on the date of their posting on the website: [www.neurofly2018.pl](http://www.neurofly2018.pl)