

## Terms & Conditions

### CIOPORA Annual General Meeting & International Congress (“AGM”)

*As last revised on November 25, 2024*

#### T&C Shortcuts:

1. **General Terms and Conditions**
2. **Registration and Payment Method**
3. **Cancellation Policy**
4. **Amendments**
5. **Confidentiality and Intellectual Property**
6. **Recording and Media**
7. **Liability**
8. **Data Protection and Privacy**
9. **Acceptance**

#### **1. General Terms and Conditions**

- 1.1. By registering for the CIOPORA Annual General Meeting & International Congress (hereinafter referred to as “CIOPORA AGM”) you agree to comply with the Terms and Conditions (“T&Cs”) below.
- 1.2. These General Terms and Conditions (“T&Cs”) represent the complete and final agreement between you and CIOPORA (also, “we” or “ours”), and govern your participation in the CIOPORA AGM.
- 1.3. All participants of the CIOPORA AGM are required to adhere to the CIOPORA Code of Ethics and Professional Conduct. By attending the event, participants agree to uphold the highest standards of integrity, professionalism, and respect as outlined in the Code. CIOPORA reserves the right to expel any participant violating these standards from the AGM without prior notice.
- 1.4. CIOPORA reserves the right to amend these T&Cs if supervened legitimizing reasons make it necessary. The current version will be published and made easily available on the CIOPORA website without delay.

#### **2. Registration and Payment Method**

- 2.1. Attendance is open to CIOPORA members, authorized representatives, and invited participants.

- 2.2. Registrations for CIOPORA AGM events are completed via online form submission on the Ticket Tailor platform (on the CIOPORA website at <https://www.ciopora.org/>). The participants are responsible for selecting the appropriate ticket type, completing the form, and making the payment for the respective amount calculated at the check-out.
- 2.3. All payments must be made in Euros (€). Participants or third parties making payments are responsible for any currency conversion fees, bank charges, or other associated costs incurred during the payment process or in the event of a refund.
- 2.4. Payments for registration must be made exclusively via credit card through the Stripe online payment platform. Transaction fees imposed by the payment provider are included in the total ticket price displayed at checkout.
- 2.5. “Early Bird” registration may be granted until the deadline specified in the registration page. After said deadline, standard or “Late Bird” registration rates shall apply. CIOPORA reserves the sole discretion to offer promotional rates or discounts at any time and to any participant, without obligation to extend such rates universally.
- 2.6. Registration for the CIOPORA AGM will be considered complete only upon successful payment. Once your registration is finalized, you will receive a confirmation email detailing the tickets purchased and other relevant information. If you do not receive this confirmation, please contact the CIOPORA Staff promptly.
- 2.7. Tickets and other access credentials to the CIOPORA AGM are personal and non-transferable. Requests of transfer may be submitted to [info@ciopora.org](mailto:info@ciopora.org) no later than fifteen (15) days prior to the CIOPORA AGM’s start date. Transfers are effective upon written confirmation by CIOPORA. In case of substitution by another participant, the same terms and conditions will be applied.
- 2.8. CIOPORA reserves the right to reject registration of participants due to, but not limited to, previous violations of the CIOPORA Code of Ethics and Professional Conduct, actions contrary to CIOPORA’s Mission, or any other legitimate reason deemed appropriate by CIOPORA. Such decision will be communicated to the registrant in writing.

### **3. Cancellation Policy**

#### **3.1. Cancellation by Participants**

- 3.1.1. All cancellation requests for the CIOPORA AGM tickets must be submitted in writing via email to [info@ciopora.org](mailto:info@ciopora.org). The date of the e-mail will be considered the date of cancellation.
- 3.1.2. For cancellations within **90 days prior to the CIOPORA AGM’s start date**, CIOPORA AGM tickets may be cancelled without any penalties.
- 3.1.3. For cancellations within **60 days prior to the CIOPORA AGM’s start date**, 50% of the amount paid will be reimbursed.
- 3.1.4. For cancellations within **30 days prior to the CIOPORA AGM’s start date**, 25% of the amount paid will be reimbursed.
- 3.1.5. Cancellations within **5 days prior to the CIOPORA AGM’s start date**, are not refundable.

- 3.1.6. No refunds will be given for no-shows.
- 3.1.7. Any transaction fees charged by the payment provider are non-refundable.

### **3.2.Cancellation by CIOPORA**

3.2.1. In the event CIOPORA must cancel the AGM due to unforeseen circumstances, including but not limited to, issues with the venue, governmental requirements, or failure to meet the minimum number of participants, a full refund of registration fees will be offered to all registered participants. CIOPORA will not be held liable for any additional costs incurred by participants, such as travel or accommodation expenses.

#### **3.2.2. Force Majeure:**

3.2.2.1. If the AGM is cancelled or postponed due to circumstances beyond CIOPORA's control, including but not limited to natural disasters, public health emergencies, or government restrictions, refund policies will be determined at CIOPORA's discretion based on the specific situation.

3.2.2.2. In such a case, no liability can be charged to CIOPORA for the event cancellation or postponement. CIOPORA will not be held liable for any additional costs incurred by participants, such as travel or accommodation expenses.

3.2.2.3. CIOPORA will inform participants without delay of any subsequent circumstances.

### **4. Amendments**

4.1. CIOPORA reserves the right to modify the event format, agenda, speakers, or schedule if deemed necessary. In such cases, participants will be notified promptly. No refunds will be provided for modifications unless the event is cancelled outright, as set forth in paragraph 3.2.

### **5. Confidentiality and Intellectual Property**

5.1. Certain discussions, documents, or presentations shared during the CIOPORA AGM may contain confidential or proprietary information. You agree not to disclose such information without prior written consent of CIOPORA.

5.2. All materials shared during the CIOPORA AGM, including presentations, documents, and recordings, remain the intellectual property of the organization or respective authors. Reproduction or distribution without authorization is prohibited.

### **6. Recording and Media**

6.1. CIOPORA may record or photograph portions of the CIOPORA AGM for archival, marketing, or educational purposes. By participating, you grant permission for your image and contributions to be used by CIOPORA.

6.2. If you do not wish to appear in recordings or photographs, please notify CIOPORA in writing prior to the CIOPORA AGM.

## **7. Liability**

7.1. CIOPORA will make every effort to ensure a safe and productive AGM environment but assumes no liability for technical disruptions, personal injury, property damage, or other incidents arising during participation.

7.2. You are responsible for your own travel arrangements, accommodations, and other associated expenses, unless expressly stated otherwise.

7.3. You must comply with all hotel policies.

## **8. Data Protection and Privacy**

8.1. Personal data collected during registration will be used solely for organizing and managing the CIOPORA AGM in compliance with applicable data protection laws.

8.2. By registering, you consent to the collection, processing, and storage of your personal data as outlined in our [Privacy Policy](#).

8.3. In the process of the AGM registration, CIOPORA may use a third-party service provider, such as but not limited to Eventbrite, Ticket Tailor, and Stripe. In this case, along with CIOPORA's privacy policy, the privacy notice of such service providers shall apply.

## **9. Acceptance**

9.1. By registering for and/or attending the CIOPORA AGM, you acknowledge that you have read, understood, and agree to abide by these terms and conditions.