

ECTA Annual Meeting TERMS AND CONDITIONS

1. Delegate means an ECTA Annual Meeting registrant, ECTA member company (full or associate), ECTA customer or sponsor.
2. All registrations for the ECTA Annual Meeting and all confirmations issued by ECTA and/or its contractual partners are based upon the Delegates explicit orders and acceptance of the present terms and conditions.
3. All fees and prices are subject to all applicable Belgian and local venue taxes as known today.
4. The organization and operation of the ECTA Annual Meeting and all registrations to it are subject to Belgian Law. The courts of Brussels are the sole courts competent.

5. Modification and cancellation by Delegates

- 5.1. Substitution of a Delegate by another member of the company that the Delegate represents is permitted.
- 5.2. Cancellations and changes must be made in writing to ECTA.
- 5.3. Cancellations/refund policy

Should a delegate cancel, the following policy will apply:

Cancellation received on or before 1 st November 2018	50% refund of the full fee
Cancellation received after 1 st November 2018	No refund
No shows	No refund
This cancellation policy applies to the delegate registration fee	

6. Cancellation or postponement by ECTA

6.1. ECTA is free to alter the content and the timing of the programme, the identity of speakers, or the venue of the ECTA Annual Meeting.

6.2. It may also be possible that ECTA, for reasons beyond its control, has to cancel or postpone the whole ECTA Annual Meeting. The reasons are the following, the enumeration not being limitative: Acts of God, war, civil disturbance, insurrections, acts of the government, strikes or other labour trouble, threats or acts of terrorism or similar acts, curtailment or interruption of transportation or accommodation facilities, or other emergency or hindrance of ECTA that make inadvisable, illegal, impossible, or reasonably too cumbersome, costly or risky for ECTA to further organise the ECTA Annual Meeting or otherwise perform its obligations under the present terms and conditions.

In such situation, ECTA will inform the Delegates by prompt written notice with details following the occurrence of the cause relied upon.

6.2. a. - In case of cancellation of the ECTA Annual Meeting by ECTA, the following refund policy will apply:

Cancellations on or before 1 st November 2018	Refund of 50% of the registration fee paid or committed to by the Delegate
Cancellations after 1 st November	No refund of the registration fee paid or committed to by the Delegate

6.2. b. - Should the ECTA Annual Meeting be postponed to a later date, there will be no refund.

7. The refunds will be made either via credit card or by bank transfer within one month following the ECTA Annual Meeting pursuant to point 6.2.a. above and within one month following the written notice of cancellation pursuant to point 6.2.a. above.

8. The Delegate waives any right to claim damages, consequential, direct or indirect, interests, costs or losses (including but not limited to transport, meals, accommodation, private functions or events organized by the Delegate or third parties in connection with the ECTA Annual Meeting) as a consequence of the cancellation or postponement other than what is stipulated here-above.

9. Delegates are aware of the fact and agree that a professional photographer shall be allowed to cover the Sessions and the social activities. Pictures will be processed by ECTA and posted soon after the end of the meeting

in the public website of ECTA (www.ecta.com), where attendees will be able to access and download the pictures.

Such photographs may be reproduced in official ECTA publications, including any section of the ECTA website (www.ecta.com), the ECTA report of the relevant meetings and any other ECTA publication such as brochures and flyers advertising future events unless ECTA receives from Delegates written instructions to the contrary within 15 days after publication of the pictures of a relevant meeting in the ECTA website. The absence of written instructions within this timeframe will be considered as genuine consent. Processing of the photographs by ECTA will be executed in compliance with the EU General Data Protection Regulation (GDPR) 2016/679 of the European Parliament and the Council of 27 April 2016 and in compliance with our Privacy Policy which is available at the bottom of every webpage of the ECTA website (www.ecta.com).

10. Data protection and privacy

10.1. We kindly request that any ECTA Delegate who does not wish his/her name and/or contact details to appear on the attendance available in the booklet handed out at the Meetings to inform the ECTA office before the 29 October 2018. The absence of written instructions will be considered as genuine consent and will result in publication of the Delegate details in the abovementioned lists.

10.2. The personal data and information that Delegates provide to ECTA are processed by ECTA in compliance with the EU General Data Protection Regulation (GDPR) 2016/679 of the European Parliament and the Council of 27 April 2016. They will be used for ECTA management purposes only and may only be transmitted to third parties when the carrying out of ECTA obligations under the present terms and conditions requires it. The personal data is used in compliance with our Privacy Policy which is available at the bottom of every webpage of the ECTA website (www.ecta.com) and in clicking [here](#).

10.3. Personal data is information that identifies and relates to a Delegate. In case of the ECTA meetings and workshops, it includes but is not limited to: last name, first name, business mailing address, office telephone and fax numbers, mobile telephone, email address, job title, billing and hotel guarantee information, VAT number and legal documentation required under EU VAT codes.

10.4. By accessing and using ECTA's website, receiving ECTA's service, registering for the Annual Meeting, workshops and other ECTA member activities, registering with the ECTA network or otherwise providing personal data to ECTA, the Delegate becomes a member of the network and acknowledges his/her understanding of and agreement to this privacy policy and the processing and transfer of personal data in accordance with the Privacy Policy which is available at the bottom of every webpage of the ECTA website (www.ecta.com) and in clicking [here](#).