

# COMMUNICATING THE ARTS

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## MONTREAL 2019 8-10 OCTOBER

## TERMS AND CONDITIONS

### 1. REGISTRATION FEES

The early bird rate is available from 18 December 2018 to 31 March 2019

- The fee for a non-profit organisation is 900€\*
- The fee for a business is 1,300€ \*

The regular rate will be available from 1 April to 31 July 2019.

- The fee for a non-profit organisation is 1,100€ \*
- The fee for a business is 1,500€ \*

The last minute rate will be available from 1 August and 8 October.

- The fee for a non-profit organisation is 1,200€\*
- The fee for a business is 1,700€\*

Day tickets are available for Tuesday 8, Wednesday 9 and Thursday 10 October.

- 600 Euro\* For Non Profit
- 900 Euro\* For Business

\* Prices do not include VAT.

Credit card payments and bank transfers are accepted.

Accepted credit cards for online payment include Visa and Mastercard.

Registration Fees are based on the date payment is received, not on the date of registration (e.g. As a non-profit organisation, if you register on 5 May but only pay on 10 June 2018, your registration fee will amount to 1'000€ and not 800€)

All registration fees must be paid prior to arrival at the conference venue. If the payment has not been received by Agenda before the conference, the delegate is required to pay cash at the registration desk in order to gain entrance to the conference.

Participants are advised to have a copy of their payment slip or invoice when going to the registration desk at the conference just in case they are requested to show proof of the payment on their arrival.

## 2. CHANGES AND CANCELLATION POLICY

Requests for name substitution made by a registered delegate will be accepted until 1 September 2019.

All requests for cancellations have to be made in writing by email to Agenda [cferry@agendacom.com](mailto:cferry@agendacom.com) +33 (0)1 49 95 08 06

Participants must make sure they receive an acknowledgement of their cancellation from Agenda. Only this will confirm that their request has been received and processed.

## 3. REFUNDS

- Delegates who cancel before 30 June 2019 will receive 70% of the registration fee
- Delegates who cancel between 1 July to 31 August 2019 will receive 50% of the registration fee
- There will be no refund for cancellation made after 1 September 2019

## 4. INSURANCE / LIABILITY

Communicating the Arts - Agenda reserve the right to amend any part of the Conference programme if necessary at any time.

Agenda cannot be held responsible for any changes to the list of speakers or host venues.

Neither Agenda, nor the host institutions, can be held responsible for any personal, injury, loss damage, accident to private property or additional expenses incurred as a result of delays or changes to air, rail, sea, road or other services, strikes, sickness, weather, acts of terrorism and any other causes.

Delegates should make their own arrangements with respect to personal insurance, along with travel insurance.

## 5. IMAGES AND PHOTOGRAPHY

Filming and photography will take place throughout the conference. Unless otherwise instructed, Agenda reserves the right to publish photographs and videos featuring conference delegates online and in printed materials.

## 6. DATA PROTECTION

In registering for Communicating the Arts relevant details will be incorporated into a participant list for the benefit of all delegates. Normally this information would be: first name, last name, institution, title and country. These details may also be available to parties directly related to the Conference including the venues.

By accepting these general terms and conditions the user also declares the following:

*I ALLOW MY PERSONAL DELEGATE INFORMATION (FOR EXAMPLE NAME, COMPANY) TO BE PUBLICLY ACCESSIBLE AND DISPLAYED ON THE DELEGATE LIST FOR THE EVENT TO EVERYONE.*

*I CAN HIDE THIS INFORMATION AFTER ORDERING OR REVOKE THIS APPROVAL AT ANY TIME BY WRITING AN EMAIL TO AGENDA.*

For any questions contact Clémence Ferry [cferry@agendacom.com](mailto:cferry@agendacom.com) +33 (0)1 49 95 08 06