

# TERMS AND CONDITIONS

## Communicating the Arts 2020 Lausanne

### 1. Registration fees

Super early bird rate - 12 September 2019 to 15 November 2019.

- The fee for a non-profit organisation is 800€
- The fee for a business is 1,200€

Early bird rate - 16 November 2019 to 14 February 2020.

- The fee for a non-profit organisation is 980€\*
- The fee for a business is 1,500€\*

Regular rate 15 February 2020 to 15 May 2020.

- The fee for a non-profit organisation is 1080€\*
- The fee for a business is 1.700€\*

Last minute rate will be available from 16 May 2020 to 21 June 2020.

- The fee for a non-profit organisation is 1.180€
- The fee for a business is 1.900€

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 11 December but only pay on 19 May 2020, your registration fee will amount to 1'100€ 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 17 May 2020.

All requests for cancellations have to be made in writing by email to Agenda [janine@communicatingthearts.com](mailto:janine@communicatingthearts.com) +49 30 260 303 81

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 1 March 2020 will receive 70% of the registration fee
- Delegates who cancel between 2 March to 5 June 2020 will receive 50% of the registration fee
- There will be no refund for cancellation made after 6 June 2020

### 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 museum organisers, 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, telephone, email 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, TELEPHONE AND EMAIL) 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: [Janine Kersten jkersten@agenda.com](mailto:Janine.Kersten@agenda.com)