



## General Terms and Conditions

### Definition

K.I.T. Group GmbH Dresden (hereafter referred to as K.I.T. Group) is the conference organization of the conference “Design, Automation and Test in Europe”, which takes place from March 19 to 23, 2018 in Dresden, Germany (hereafter referred to as DATE conference). K.I.T. Group is authorized to act on behalf of the conference organizer EDAA vzw. (c/o IMEC, Kapeldreef 75, 3001 Leuven, Belgium) – registered association. K.I.T. Group leads the conference secretariat and is responsible for registration and delegate services, sponsorship opportunities and exhibition management.

These General Terms and Conditions are valid for each attendee registered for the DATE conference. Any person attending, delegate, student, media representative, speaker, exhibitor, exhibition visitor etc. is considered an attendee.

### Registration

The registration and payment deadlines are as follows:

Early registration deadline: February 14, 2018, 24:00:00 CET  
 Standard registration deadline: March 7, 2018, 12:00:00 CET  
 On-site registration: from March 7, 2018, 12:00:01 CET

Everyone who wants to attend the conference must register. Until the standard registration deadline, the registration to the DATE conference is solely possible via the online registration form. After the standard registration deadline, the registration to the DATE conference is solely possible on-site at the registration desk by completing the on-site registration form. With the completion of the online registration (clicking the button “register and pay” at the end of the form) or handing in the on-site registration form on-site, the contract between K.I.T. Group and the participant is legally binding.

If the maximum attendee capacity is reached, the organizers reserve the right to refuse any registration. This also applies to single programme items (e.g. Monday Tutorials, Friday Workshops, DATE Party).

Everyone who wants to apply for a reduced registration fee (e.g. speakers, IEEE/ACM members, students, press representatives) needs to provide a valid proof to K.I.T. Group upon registration.

The participant will receive an official confirmation of registration/invoice from K.I.T. Group via email. All registration fees must be paid in full in accordance with the deadlines mentioned above and the information provided on the invoice. Should one deadline be missed, the next applicable fee will be charged automatically and K.I.T. Group will send a new invoice subsequently.

All registration fees must be fully paid prior to the conference. Payments are only accepted in EUR and can be made by credit card or by bank transfer. Any bank charges have to be paid by the participant. Cheques will not be accepted. Only after full payment has been received within the respective registration period, the registration for the desired registration fee will become valid. Otherwise, the Conference Organization will change the registration fee according to the payment deadlines and send a new invoice. If the conference fees have not been paid until the standard registration deadline or before the beginning of the conference at the latest, they need to be paid on-site at the registration desk in cash or by credit card which will result in an additional on-site charge.

### Visa requirements and letter of invitation

It is the sole responsibility of the attendee to take care of his/her visa requirements. Attendees who require an entry visa must schedule sufficient time for the application procedure. Attendees should contact the nearest embassy or consulate to determine the appropriate timing of their visa applications. It is recommended to apply for a visa *at least* three months in advance of the conference.

Individuals requiring an official Letter of Invitation can request it during the online registration. Invitation Letters will be issued only for registered delegates, who fully paid their registration – not for Exhibition Visitors. Invitation Letters will be issued electronically (as PDF file via email). Upon request, a hand-signed hard copy can be sent via regular mail service. Kindly note that tracking of regular mail is not possible and that mail delivery times are beyond the organizers control. Express delivery is possible upon request as well but will involve an extra service charge. Issuing the Invitation Letter does not financially obligate the conference organizers in any way. All expenses incurred in relation to the conference are the sole responsibility of the attendee.

### Name badge

On arrival at the conference venue, every attendee has to proceed to the registration desk first in order to pick up the name badge and the conference material. The name badge has to be worn at any time during the conference and entrance to the different conference facilities will only be allowed when presenting a valid conference name badge. If an attendee loses, misplaces or forgets the name badge, a handling fee of EUR 20.00 will be charged for re-printing the badge. Upon handing out a new name badge, the lost badge will become invalid.

#### DATE Conference Organization

c/o K.I.T. Group GmbH Dresden  
 Bautzner Str. 117–119  
 01099 Dresden, Germany  
 Phone: +49 351 4967541  
 Fax: +49 351 4956116  
 Email: date@kitdresden.de

#### DATE Conference Host

EDAA vzw  
 c/o IMEC  
 Kapeldreef 75  
 3001 Leuven, Belgium  
 Register No.: 886.958.892  
[www.date-conference.com](http://www.date-conference.com)

#### Bank: KBC Groep

Havenlaan 2  
 1080 Brussels, Belgium  
 Account holder: EDAA vzw  
 IBAN: BE75 7340 3719 4051  
 SWIFT BIC: KREDBEBB



## Film, Photo and Video Recordings

EDAA / DATE and K.I.T. Group work together to create a comprehensive overview of the conference interactions and events that may be of promotional interest to the society. Accordingly, please be informed that you may be filmed or photographed at any time (e.g. in the session rooms, poster and exhibition area) and any presentation you deliver may be recorded. With the registration to the conference, attendees confirm and agree to the publication of the above-mentioned photo/video material.

## Cancellation policy

All registration changes and cancellations must be communicated to K.I.T. Group in written form, i.e. via email, mail or fax. In case of cancellation of the registration or cancellation of single bookings received before the early registration deadline, a cancellation fee of 50% of the registration fee applies. No refund will be given for cancellations made after the early registration deadline and the claim for the full payment of all registration fees remains, respectively.

No refund will be given for unattended events, illness or early termination of attendance.

In case of cancellations due to denied VISA applications, the full registration fee minus a processing fee of EUR 50.00 will be refunded after the conference if the visa was applied for in time. To apply for the refund, a proof of timely application together with an official notice from the embassy confirming that a visa could not be granted needs to be forwarded to K.I.T. Group by email, mail or fax.

## Speaker registration and paper payment

According to the publication policy of the DATE conference, only papers that are linked to at least one fully paid conference registration at the speaker rate can be published in the proceedings (details can be found in the submission instructions – kindly note that deadlines for speaker registrations and paper payment are independent from the above-mentioned registration deadlines). Therefore, no refund will be given for cancellation of speaker registrations / registrations that are linked to the publication of an accepted paper.

## Cancellation of Tutorials and Workshops

If the attendance of one of the Monday Tutorials or Friday Workshops is below 20, the organizer reserves the right to cancel the session. In this case, participants will be informed in due time and will receive a full refund of paid fees.

## Cancellation of the conference

In the event that the DATE conference cannot be held or is postponed due to events beyond the control of the conference organizers (force majeure), the conference organizers cannot be held liable by attendees for any damages. Under these circumstances, the conference organizers reserve the right to either retain the entire registration fee and to use it for a future conference, or to reimburse the attendee after deducting costs already incurred for the organization of the conference, which could not be recovered from third parties.

## Insurance

The registration fee does not include insurance of any kind. The organisers cannot accept any responsibility or liability for injuries or losses sustained as a result of any cancellations, accidents, illness or other occurrences that may arise in connection with the conference or its social events. Participants are advised to organise appropriate travel and health insurance themselves.

## Liability

K.I.T. only acts as mediator and is not liable for any losses of things, in accidents, destructions and damages of property and/or in the injury of persons, the reason does not matter. Participants and accompanying persons participate in all conference events on their own risk.

## Place of Fulfilment

The court of jurisdiction is Leuven. The law of the Kingdom of Belgium applies. All dates and times mentioned in line with the DATE conference refer to Central European Time (CET).

## Severability Clause

If there is a determination of these Terms and Conditions to be ineffective or impracticable, then the validity of the Terms and Conditions remaining are not impaired. The parties are obligated to cooperate in order to replace the ineffective or impracticable clause by an effective or feasible clause, which results in the ineffective or impracticable clause being closed.

As of: June, 2017

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### DATE Conference Organization

c/o K.I.T. Group GmbH Dresden  
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01099 Dresden, Germany  
Phone: +49 351 4967541  
Fax: +49 351 4956116  
Email: [date@kitdresden.de](mailto:date@kitdresden.de)

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