



european university  
continuing education network

# General Terms and Conditions for Participants to eucen Conferences and Events

## 1. Registration fees

All participants must pay the registration fee prior to arrival at the Conference venue. Participants are also advised to have a copy of their payment slip 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. Cancellation Policy

Registration cancellations must be notified in writing by fax or email to the eucen Secretariat in Barcelona (fax +34 93 5422975 or email [office@eucen.eu](mailto:office@eucen.eu)) as well as to the local Conference organisers (email available of the Conference website).

Cancellations received 15 working days prior the first day of the Conference will receive a refund of registration fees less an administration charge of 10% of the Conference fee. Cancellations made after, as well as 'no shows', are liable for the full registration fee. Participants must make sure they receive an acknowledgement of their cancellation from eucen's Secretariat and the local Conference organisers. Only this will confirm that their request has been received and processed.

## 3. Liability

The eucen Conferences reserve the right to amend any part of the Conference programme if necessary at any time. eucen will not accept liability for damages of any nature sustained by delegates or accompanying persons, or loss of, or damage to their personal property as a result of the Conference or related events.

In the event of industrial disruption or other unforeseen circumstances, eucen accepts no responsibility for loss of monies incurred by delegates. Delegates should make their own arrangements with respect to personal insurance, along with travel insurance.

## 4. Personal Insurance

eucen cannot be responsible for healthcare, dental and ambulance services during its Conferences. eucen strongly recommends that participants take out comprehensive medical and travel insurance, which should cover the possibility of flight cancellation due to strikes and other causes. Therefore, eucen and its local co-organisers accept no responsibility of any nature whatsoever for personal injury, death, loss or damage to property or participants however caused or arising.

## 5. Privacy Legislation

In registering for eucen Conferences, relevant details will be incorporated into a participant list for the benefit of all delegates. Normally this information would be: name, surname, institution, country and email address. These details may also be available to parties directly related to the Conference including the venues and accommodation providers. eucen may use these details to inform current participants of Conference updates or future conferences via email. Participants are responsible for advising eucen if they do not wish to have their email addresses included in the conference participant list or eucen's distribution list for future events.

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