

## Conference Participation Conditions

Conference fee includes the conference proceedings on CD-ROM / USB stick, entry to the exhibition, lunches and refreshments. A **print version of the proceedings** may be **separately ordered** by conference delegates at a subscription price of 35 € plus 7% VAT. This offer is only valid if order is received together with a conference registration **by 14 September 2018**. Afterwards, this offer is only guaranteed as long as stocks last. There will be different conditions for non-participants.

### Special Note for Authors

Authors are kindly asked to register. The "reduced fee for authors" will be granted to **one** author per paper only. We expect at least one of the authors to participate in the conference. In case that none of the scheduled authors is present during the event, one of them will be charged with the reduced conference fee to compensate the publication efforts. In this case, the Conference Proceedings will be sent by mail after the event.

### Payment/Cancellation

Payment for registration is required in advance to the conference. We accept payment by credit card, by direct debit payment (only for German accounts) or by bank transfer (always stating the invoice no. after receipt of invoice).

In case of cancellation received before or on 5 October 2018, the fee minus a service charge of EUR 40 (plus 19% VAT) will be refunded. There will be no refund in case of cancellation after 5 October 2018. Substitutes are accepted.

### Hotel Accommodation

For hotel accommodation we invite you to visit our event homepage and to make use of the services offered by [www.bremen.de](http://www.bremen.de) or the BTZ-Convention Bureau. Please ensure to make your arrangements in time.

### Personal Data

All data given will be kept confidentially. MESSE BREMEN hereby notifies that contact details given here will be stored and used for the organisation of ITHEC events only. Providing the data is optional in general, but mandatory for the acceptance of submissions/registrations. Authors' and delegates' addresses will not be published in detail or passed on to third parties for other purposes. After the expiry of the retention period the personal data will be deleted.

Authors who decide to include their address in their manuscripts agree that these details will be published in the conference proceedings. We do not take any responsibility for the content of the manuscripts. At any time, all authors and delegates may contradict the storage and further use of their data by the organiser for future activities. Parties who want to do so are kindly asked to send an email to [service@ithec.de](mailto:service@ithec.de).

### Photos and Video Clips

During the event MESSE BREMEN will take photos and video clips showing the event activities, participants, trade show visitors, exhibition stands, and exhibits. The material may be used free of charge for publication purposes in media and in public relation material related to ITHEC events edited by the organiser in consideration of the Law on Copyright and Neighboring Rights in Arts. In case you do not accept this code of practice, please contact the photographer / film team or the organising team at the entries and exits. You may also send an e-mail to [service@ithec.de](mailto:service@ithec.de).

**Please note: Participants are not allowed to take photos of the presented slides or posters without the authors' permission. Please respect the authors' copyrights!**

**From 6 October 2018 registration is only possible on-site.**

Bremen, April 2018