



107. Bibliothekartag

offen & vernetzt

12. - 15.06.2018 | Berlin

General Terms and Conditions

Definition

K.I.T. Group GmbH Association & Congress Management is the organiser of the 107. Deutscher Bibliothekartag, which takes place from 12 to 15 June 2018 in Berlin, Germany. K.I.T. Group GmbH leads the Conference secretariat and is responsible for registration services, hotel accommodation, abstract management, sponsorship opportunities and exhibition management, and is hereafter referred to as K.I.T. Group.

These General Terms and Conditions are valid for each attendee registered for the 107. Deutscher Bibliothekartag (hereafter referred to as "Conference"). Any person attending, delegate, student, media representative, speaker or exhibitor is considered an attendee.

Conference Registration

The registration deadlines are as follows:

Early registration deadline:	10 April 2018, 24.00 CET
Standard registration deadline:	08 June 2018, 14.00 CET
Onsite registration:	from 11 June 2018

Only fully completed registration forms will be accepted, i.e. when K.I.T. Group has received the completed registration form or a completed online registration, and the respective Conference fee has been submitted within the corresponding registration period.

The online registration can be completed by clicking the button "register and pay" which can be found at the end of the form, with which the participant submits a binding application for the online registration of the Conference.

Pre-registration deadline is 08 June, 14.00 CET. After the pre-registration deadline, registrations are only possible on-site.

The Conference fee is based on the date of receipt of the registration form or completed online registration as well as the payment in full in accordance with the deadlines mentioned above. Should one deadline be missed, the next applicable fee will be charged automatically. The registration will only be confirmed upon receipt of payment in full. The registration will be confirmed and the invoice will be sent after the full receipt of payment.

The Conference fee includes entry to the session rooms, the exhibition area, as well as to the opening session with Get Together and the closing session.

To be able to register as a student, you must present a proof of fulltime enrolment at a recognized university or college for both the time of registration and during the Conference.

Trainees, unemployed and retired persons need to present a valid proof (official certificate, pensioner card, etc.), which must be submitted at registration.

To register as a press representative, please contact K.I.T. Group at registrierung@bibliothekartag2018.de in order to receive a press registration form. There is no registration fee for accredited press representatives. However, to register as a press representative, you must submit a copy of your official press card.

To be eligible to register for the Conference, attendees must be at least 18 years old.

All participants who have registered, fully paid their registration fee and agreed to have their name badge sent (only participants from Germany, Austria, Switzerland), will receive the name badge two weeks prior to the Conference (to the address that was handed in during registration).



107. Bibliothekartag

offen & vernetzt

12. - 15.06.2018 | Berlin

All other participants will receive their name badge on site at the registration counters.

Registrations for more than ten persons will be handled separately as a group booking. Please contact K.I.T. Group at: registrierung@bibliothekartag2018.de.

Methods of Payment

Payment is required at the time of registration. Payments are only accepted in EUR and should be made using one of the following methods:

1. Credit card (Visa, MasterCard, American Express):

Attendees should complete the relevant section of the registration form.

or

2. Bank transfer

Please transfer the amount due free of charge to the following account:

Account Owner:	K.I.T. Group GmbH
Bank:	Commerzbank AG
IBAN-Code:	DE66 1008 0000 0514 0018 04
BIC/Swift:	DRESDEFF100
Purpose of use:	Name, participant number, DBT 2018

Please note that all transfer costs must be prepaid by the transmitter.

Cheques will not be accepted.

Only after K.I.T. Group has received the full payment within the respective registration period the registration for the desired registration fee will become valid.

Letter of Confirmation/Payment Receipt

A letter of confirmation/payment receipt will be sent by email once the K.I.T. Group has received the fully completed registration form and the respective payment. Attendees must present this confirmation/payment receipt at the registration counter as proof of their registration and payment.

Certificate of Attendance

All participants can pick up their certificate of attendance only in the respective areas at the convention centre. It cannot be issued after the Conference.

Registration Name Change

A handling fee of **10.00 EUR** will be charged for every name change to an existing Conference registration. A new registration form for the substitute attendee is not necessary, however, if applicable, a proof for a reduced fee must be submitted. Name changes will only be accepted until the pre-registration deadline, indicating clearly the new and old name, by e-mail or fax. After 08 June, all name changes must be carried out on-site.

Lost Name Badge

The name badge must be worn at all times during the Conference. Access to the Conference facilities will not be granted without a proper name badge. If an attendee loses, misplaces or forgets the name badge, a handling fee of **45.00 EUR** will be charged for a new name badge. Upon handing out a new name badge, the lost badge will become invalid.



107. Bibliothekartag

offen & vernetzt

12. - 15.06.2018 | Berlin

Cancellation Policy

Notification of cancellation must be made in writing and sent to K.I.T. Group by email or fax. The notification must include all the relevant information regarding the bank account to which a possible refund may be remitted.

The following handling fees will be charged for cancellations of the registration:

Cancellation until 15 May 2018:	50% of the Conference fee
Cancellation after 15 May 2018:	100% of the Conference fee

The following handling fee will be charged for cancellation of the Conference Party:

Cancellation until 15 May 2018:	50% of the fee
Cancellation after 15 May 2018:	100% of the fee

Refunds

Credit will not be given for unattended events, illness or early termination of attendance.

Modification of the Congress Programme

The Conference organisers reserve the right to modify the programme, which is published as an indication only.

General Terms and Conditions for Tour Bookings

The Berlin sightseeing tours are organized by 'Ansichtssachen Berlin', the tours with libraries are organized by former librarians. The fees are taken in by K.I.T. Group and forwarded to the organizer.

Tours

All tours are based on a minimum number of attendees. Should the mentioned minimum of attendees not be reached, the organizers reserve the right to cancel the tour and refund the paid amount. Prices may be subject to change for exceptional reasons beyond the control of K.I.T. Group.

All tours start and end at the meeting points indicated.

Cancellations

A cancellation free of charge is possible until 15 May 2018. After that date, no refund can be made in case of cancellations or no-shows.

Data Protection and Sharing of Contact Details

K.I.T. Group will collect and store all data for the preparation and execution of the 106. Deutscher Bibliothekartag. The acquisition, handling (which includes saving data, changes, transmission, blocking and erasing) and utilization of all personal registration data is executed within the guidelines of the effective data protection regulations.

The Conference organisers periodically share contact details of attendees with third parties that may use these details to contact attendees regarding activities at the Conference or other communications which may be of interest. Therefore data might be passed on to third parties unless otherwise explicitly indicated by the attendee.

Your complete contact details will only be forwarded if:

- your explicit consent is given,



107. Bibliothekartag

offen & vernetzt

12. - 15.06.2018 | Berlin

- a third party has proven to the Conference organisers that you have violated the rights of this third party and has thus demanded the disclosure of your data, or
- the Conference organisers are obliged to give out your data due to for example a court order or an official order.

Attendees can use the name badge with the barcode like a business card with any Conference exhibitor and/or satellite holder to give them the complete contact details. In this case you decide to whom you provide your data. Please note that offering your badge to be scanned at an exhibition stand and/or at the entrance to a satellite symposium implies your acceptance that the respective company receives your complete contact details from the organisers and may contact you, using this data.

Data Protection and Processing of Credit Card details

When you register you will be asked to complete the online form providing for: your name, address, email address and telephone number. The above collected information is required to process, book and complete your booking (including the sending of a confirmation email of the booking to you).

Should you choose to make the payment for your bookings with credit card, your credit card details (i.e. credit card type and number, CVC code, expiration date, credit card holder name) will also be collected. All data will be saved and processed, under consideration of the guidelines of the effective data protection regulations.

In order to protect and safeguard the personal data provided to us, we have implemented and use appropriate business systems and procedures. For example, your credit card information is transmitted to us through a secure server protocol, which encrypts all your personal and credit card details. The encryption method used is the industry standard "Transport Layer Security (TLS)" technology. Our TLS certificate has been issued by utn.usertrust.com.

Furthermore, we have implemented and use security procedures and technical and physical restrictions for accessing and using personal information. Only authorized employees are permitted to access personal information for performing their duties in respect of our services.

Our server and network are protected by firewalls against unauthorized access and we have intrusion detection systems that monitor and detect unauthorized (attempts to) access to or misuse of our servers.

Granting of rights for photography, film and audio material for event documentation and public reporting

The participant hereby declares their consent to the creation of image, film and audio recordings related to the 107. Deutscher Bibliothekartag and that this material can be shared and published within public reporting or used in social networks [Google, Twitter, Facebook] about the event without entitlement to remuneration. The participant explicitly gives their consent to the use of their image according to the § 22 German Art Copyright Act (KUG).

Cancellation of the Conference

In the event that the Conference cannot be held or is postponed due to events beyond the control of the Congress organisers (force majeure), the Conference organisers cannot be held liable by attendees for any damages.



107. Bibliothekartag

offen & vernetzt

12. - 15.06.2018 | Berlin

Under these circumstances, the Conference organisers 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 organisation of the Conference and which could not be recovered from third parties.

Liability

The Conference organisers shall be held liable in the framework of a duty of care as a respectable businessman according to statutory provisions. The liability of the Conference organisers - for whatever legal reason - shall be limited to intent and gross negligence. The liability of commissioned service providers shall remain unaffected by this. The attendee shall take part in the Conference at his/her own risk. Oral agreements shall not be binding if these have not been confirmed in writing by the Conference organisers.

Fulfilment and Jurisdiction

This contract is subject to the law of Berlin, Germany. The terms of this contract shall be fulfilled in Berlin, Germany and in the event of any legal claims arising from either party, Berlin, Germany shall be the sole court of jurisdiction.

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.



K.I.T. Group GmbH

Association & Conference Management

Kurfürstendamm 71

10709 Berlin, Deutschland

Tel: +49 (0)30 246 03 260

Fax: +49 (0)30 246 03 269

registrierung@bibliothekartag2018.de

www.kit-group.org

As of: August 2017