

GENERAL TERMS AND CONDITIONS - AIJA EVENTS

AIJA's terms and conditions for events are set out in full below. Please read carefully when you register to any AIJA event.

ATTENDING THE EVENT

Travel

AIJA accepts no liability if a delegate is unable to attend an event due to adverse weather conditions or any travel disruption.

Accommodation

For every event, AIJA works to ensure exclusive offers and discounts for hotels across the world. These discounts may vary depending on the location of the event. For further details about the offers or hotels, please refer to the booking conditions of the event you are attending. Delegates must handle their own bookings.

Filming and sound recording

In registering for our events, delegates and speakers grant permission to AIJA, its agents and others working under its authority, to film, record or photograph at its events. It is understood that these recordings and photographs may be used for promotional, news, online/multimedia and/or marketing purposes for the promotion of the organisation and its events. If you wish to be excluded from any recording or photograph, please email us at myprivacy@aija.org at the time of your registration.

BOOKING AND CANCELLATIONS

Provided that the cancellation has been timely sent to AIJA in writing, a cancellation of participation will be handled as follows:

Number of weeks before Event date that the cancellation is made	Value of refund and charges
Up to 6 weeks	Refund of 100% of the registration fees paid deducted by an administrative fee of 50 EUR
Up to 2 weeks	Refund of 50% of the registration fee paid deducted by an administrative fee of 50 EUR
Less than 2 weeks	No refund

Should you need to cancel your participation, please inform AIJA in writing (office@aija.org). In this case neither the organisers nor their representatives will be liable for any loss incurred by any participant, nor will they refund any money paid to them in connection with the event.

SUBSTITUTION

A participant, who cannot attend, may send a substitute participant without any additional cost. Please inform AIJA in writing (office@aija.org) prior to the event.

CONFIRMATIONS

A confirmation of your registration will be sent to you immediately. If you have not received an email confirmation within 24 hours after your registration, please contact the team at office@aija.org.

NON-EU DELEGATES

AIJA welcomes delegates from overseas but if you are resident outside the European Union (EU) you should ensure that you have a valid visa and can comply with all immigration requirements before registering to an event taking place in the EU.

If you do not have a visa before registering and you are unable to obtain one, cancellation fees will be levied. Any travel costs or any other expenses whatsoever incurred are entirely the delegate's responsibility.

PAYMENT TERMS

Payment must be made in full at the time of registration unless specifically stated.

DATA PROTECTION

Whenever we collect personal information from you we will do so in a lawful and fair way. AIJA is committed to handling your personal data in compliance with applicable data protection laws, including as of 25 May 2018, the General Data Protection Regulation ("GDPR")¹. We will use your personal data for event administrative matters and communications for the purpose of managing your registration and participation to the event and based on the necessity for AIJA to meet its obligations as organiser of the event. For any further communications with you post-event, including information about other AIJA events or projects, AIJA will ask for your consent in advance.

For further details about the collection, use and processing of your personal data, please refer to our [Privacy Policy](#). If you have any queries about this, please contact the AIJA team at myprivacy@aija.org.

LIST OF PARTICIPANTS

A list of all delegates will be circulated before the event with all delegates and speakers. The list will include the following personal data: name, email address, company, position/title, country. Further details may be available to third parties directly related to the organisation of an event including the AIJA Organising Committee Members of the event (for the purpose of registrations, special requirements or name tag creation). Should you not wish for your details to be passed on for any of the above purposes, please contact the AIJA team at myprivacy@aija.org.

DISCLAIMER

It may be necessary for reasons beyond our control to change the content and timing of the programme, the speakers, the date or the venue at any time prior to the event date. We are committed to ensuring a programme of equivalent standard and value.

These terms and conditions shall be governed by and construed in accordance with the laws of the country where an AIJA event takes place.

¹ *Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC.*