

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 participant 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

The refunds and options set out below are exclusive of any other compensation, including without being exhaustive, any cost or loss, incurred or suffered by the participant, in relation to the cancellation of the event (by the participant or AIJA), such as travel and accommodation fees, which are entirely the participant's responsibility and therefore will not be reimbursed.

In person events: cancellation by the participant

Should you need to cancel your participation, please inform AIJA in writing (office@aija.org). Provided that the cancellation has been timely sent in writing it will be handled as follows:

Date of cancellation before the event	Value of refund
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

In person events: cancellation by AIJA or changes in the date, venue or number of participants allowed onsite, at any time prior to the event.

Virtual alternative ¹	No virtual alternative ²
<p>The participant wishes to take part :</p> <p>Part of the amount paid for the registration fees will be used for the virtual alternative.</p> <p>The remaining amount can be :</p> <ul style="list-style-type: none"> - Carried forward to another AIJA event within the calendar year OR - Refunded. 	<p>The amount paid for the registration fees of the cancelled event are carried forward to another AIJA event within the calendar year.</p>
<p>The participant does not wish to take part: Refund of the registration fees.</p>	<p>Refund of the registration fees.</p>

Virtual events: cancellation by participant

Date of cancellation before the event	Value of refund
Up to 3 weeks	Refund of 100% of the registration fees paid deducted by an administrative fee of 30 EUR
Up to 1 week	Refund of 50% of the registration fee paid deducted by an administrative fee of 30 EUR
Less than 1 week	No refund

In case the local authorities impose new restrictions on the number of event attendees, and that new number is less than the number of registrations AIJA received, priority for attendance will be given to those essential to run the event, i.e. those part of the event organisation, speakers and leadership. Among the rest of the registered delegates a raffle will decide who will be able to attend in order to give everyone an equal chance.

SUBSTITUTION

A participant, who cannot attend, may send a substitute participant without any additional cost. Please inform AIJA in writing (office@aija.org) 48 hours prior to the event.

CONFIRMATION

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.

TRAVEL MODALITIES

All participants should ensure they comply with all the requirements of the country where the event

¹ If the cancellation of an 'in person event' by the AIJA offers a virtual alternative, the participant may choose which option, out of the three offered, he wishes to request.

² If the cancellation of an 'in person event' by the AIJA does not offer a virtual alternative, the participant may choose which option, out of the two offered, he wishes to request.

is taking place before registering (for instance entry and stay criteria, visa, restrictions, security, safety).

More particularly, AIJA welcomes participants from overseas, however, if you reside 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.

Reciprocally, participants who reside in the EU should ensure that they comply with all the formalities mentioned above when registering to an event taking place outside the EU.

If you do not have a visa before registering and are unable to obtain one in time for the event, the cancellation fees applied shall be those set out above in case of a cancellation by AIJA.

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”)³. 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.

CONTENT OF THE PROGRAM OF THE EVENT

It may be necessary to modify or change the agenda of the event, including, without being exhaustive, its content, speakers or planned activities, at any time prior to or during the event. In case such changes or modifications must be made, the participant will not be reimbursed or compensated in any way.

Nonetheless, in case it would happen, we will do our best to find equivalent solutions

APPLICABLE LAW AND COMPETENT COURT

³ 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.

These terms and conditions shall be governed by and construed in accordance with Belgian law, without application of the rules of International Private Law regarding determination of the applicable law.

In case a dispute emerges, in relation to these terms and/or conditions, and the event to which they apply, the participant and AIJA shall try to reach an amicable settlement. If such settlement cannot be reached it will be referred to the courts of Brussels.
