

GENERAL TERMS AND CONDITIONS - AIJA EVENTS

Chapter I - Introduction & Definitions

1. **SCOPE AND APPLICABILITY**

1.1 These terms and conditions apply to registration and participation in any AIJA Event, except where specific conditions are expressly provided in the registration form for a particular Event, in which case such specific conditions shall prevail to the extent of any inconsistency.

1.2 By registering, Participants confirm they are acting in their professional capacity as legal professionals or in connection with their business or profession.

1.3 If a Participant is deemed a consumer under applicable law, these terms and conditions do not exclude statutory consumer rights that cannot be legally excluded (including under Book VI of the Belgian Code of Economic Law).

2. **DEFINITIONS**

In these terms and conditions:

- **"AIJA"** means the International Association of Young Lawyers (Association Internationale des Jeunes Avocats), a non-profit association registered in Belgium;
- **"AIJA Code of Conduct"** means the code of conduct of AIJA as in effect at the time of the Participant's acknowledgment and approval of these terms and conditions, available for consultation on the AIJA website at the following link [...];
- **"Belgian Code of Economic Law"** means the [...];
- **"By-Laws"** means the by-laws of AIJA, as in effect from time to time, and available for consultation on the AIJA website at the following link [...];
- **"Event"** means any conference, seminar, workshop or other gathering organised by AIJA;
- **"GDPR"** means the Regulation (EU) 2016/679;
- **"Hybrid Event"** means an Event offering both in-person and virtual attendance options;
- **"In-Person Event"** means an Event requiring physical attendance at a venue;
- **"Participant"** or **"you"** means any individual registered to attend an Event, including speakers, sponsors, registered guests and any other registered attendee, unless otherwise provided;
- **"Privacy Policy"** means the privacy policy of AIJA as in effect at the time of the acknowledgment and approval of these terms and conditions, available for consultation on the AIJA website at the following link [...];
- **"Registration Fees"** means the fees payable to attend an Event and any other costs included in the relevant request for payment;
- **"Virtual Event"** means an Event conducted entirely online.

Chapter II - Participant Conduct, Obligations and Indemnification

2.1 Obligations. By registering for an AIJA Event, the Participant agrees to:

- a) comply with all applicable laws and regulations, as well as any venue rules made available or reasonably accessible to the Participant;
- b) act professionally and respectfully towards other Participants, speakers, sponsors, AIJA staff and venue personnel;
- c) comply with these terms and conditions and the AIJA Code of Conduct;

- d) ensure that all information provided to AIJA is accurate, complete and up to date; and
- e) refrain from any conduct that may damage AIJA's reputation or business relationships.

2.2 Code of Conduct – Enforcement. Any behaviour inconsistent with these terms and conditions or the AIJA Code of Conduct may, at AIJA's discretion, result in:

- a) removal from the Event without refund;
- b) exclusion from future AIJA Events; and/or
- c) any other measures permitted under the AIJA By-Laws or applicable law.

2.3 Indemnification. The Participant shall indemnify and hold harmless AIJA, its officers, directors, employees, volunteers and agents from and against any and all claims, liabilities, damages, losses, costs and expenses (including reasonable legal fees) arising out of or in connection with:

- a) the Participant's breach of these terms and conditions or the AIJA Code of Conduct;
- b) the Participant's unlawful conduct or negligence;
- c) the Participant's infringement or violation of any third-party rights; or
- d) any misrepresentation made by the Participant.

3. FILMING AND SOUND RECORDING

3.1.1 In registering for AIJA Events, Participants grant permission to AIJA, its agents, contractors 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.

3.1.2 If you wish to be excluded from the use of any recording or photograph, please email myprivacy@aija.org at the time of your registration.

3.1.3 By registering, Participants grant AIJA a non-exclusive, worldwide, royalty-free licence to use, reproduce and distribute any recordings, photographs or other media captured at the Event for AIJA's promotional, educational and archival purposes.

4. INTELLECTUAL PROPERTY RIGHTS

4.1 All Event materials, presentations and content remain AIJA's exclusive property.

4.2 Participants may not record (except where expressly permitted), reproduce, distribute or commercially exploit any Event content without prior written consent from AIJA.

4.3 By presenting at an AIJA Event, Participants grant AIJA a non-exclusive, worldwide, royalty-free licence to use, reproduce and distribute their presentations and materials for AIJA's promotional, educational and archival purposes.

5. DATA PROTECTION¹

5.1 AIJA handles personal data in compliance with applicable data protection laws, including GDPR and Belgian data protection law.

5.2 AIJA is the data controller for personal data collected through Event registrations.

5.3 Legal basis for processing:

- a) Event administration and management: performance of contract (Article 6(1)(b) GDPR);
- b) Legitimate interests in Event organisation, security and networking facilitation (Article 6(1)(f) GDPR);
- c) Marketing communications: consent (Article 6(1)(a) GDPR), which may be withdrawn at any time.

¹ NTD: to be reviewed after update of the AIJA data protection policy to ensure consistency

5.4 AIJA will use your personal data for Event administrative matters and communications for the purpose of managing your registration and participation to 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.

5.5 Your rights under GDPR include the right to access, rectify, erase, restrict processing, object to processing, data portability and to lodge a complaint with the Belgian Data Protection Authority (www.dataprotectionauthority.be).

5.6 Personal data will be retained for the duration necessary to fulfil the purposes outlined in these terms and conditions, and in accordance with AIJA's data retention policy.

5.7 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 or AIJA's Data Protection Officer at [insert contact details].

6. LIST OF PARTICIPANTS

6.1 A list of all Participants will be circulated before the Event and/or during the Event with all Participants. The list will include the following personal data: name, email address, company, position/title and country.

6.2 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).

6.3 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 prior to the Event.

6.4 By registering, Participants consent to being contacted by other Participants for professional networking purposes in connection with the Event, unless they have notified AIJA in accordance with clause 6.3 that they do not wish their details to be shared for such purposes.

6.5 Participants shall not use the Participant list, or any contact information obtained through the Event, for any purpose other than connecting with Participants for professional networking. Any dissemination of the Participant list to third parties or use for commercial solicitation, marketing or any other purpose is strictly prohibited.

6.6 AIJA is not responsible for how Participants use contact information shared through the Participant list.

Chapter III - Registration Process, Payments, Attendance and Cancellations

7. REGISTRATION AND ELIGIBILITY

7.1 Registration to AIJA Events is individual. The Participant is personally bound by these terms and conditions.

7.2 By registering to the Event, the Participant represents and warrants to meet the attendance eligibility criteria as in effect at the time of the acknowledgment and approval of these terms and conditions specified on the AIJA website ([link²](#)), as confirmed by the Participant at the time of the registration.

7.3 Participants registering on behalf of an entity confirm they have authority to bind that entity to these terms and conditions.

² NTD: link to the FAQs page (being updated).

7.4 Registration is not complete until:

- a) Payment of the Registration Fee has been received in full; and (cumulatively)
- b) AIJA has sent written confirmation of the successful registration.

7.5 AIJA reserves the right to refuse any registration request in its sole discretion.

7.6 A provisional confirmation of your registration request will be sent to you immediately by email to the address provided during the registration process. If you have not received an email confirmation within 24 hours after your registration request, please contact the team at office@aija.org. Such confirmation shall be construed as provisional, pending completion of the registration in accordance with article 7.4 above and payment of the Registration Fee under article 8 below.

8. PAYMENT TERMS AND INVOICING

8.1 Both the Participant and the entity they represent shall be jointly and severally liable for all Registration Fees and obligations under these terms and conditions.

8.2 Payment of the Registration Fee must be made in full at the time of submitting the registration request, unless specifically stated otherwise in the registration form or the request for payment issued by AIJA.

8.3 AIJA reserves the right to refuse entry to any Participant whose payment has not been received in full and/or whose registration has not been otherwise confirmed.

8.4 In case of non-payment or payment delays, AIJA may reject the registration request or, where registration has been confirmed, revoke the Participant's registration and exclude the Participant from the relevant or any future Events until all outstanding amounts are paid. In case of disputes or chargebacks, AIJA may suspend the Participant's registration pending resolution. Where a registration is revoked or rejected under this article, AIJA shall refund any amounts paid by the Participant to AIJA, less a fixed administrative fee of EUR 50 to cover the administrative costs incurred in relation to the incomplete registration. The Participant shall not be admitted to the Event until all outstanding amounts, if any, have been settled.

8.5 All bank charges, transaction fees, currency conversion fees and payment processing fees are the Participant's responsibility, unless specifically stated otherwise in the registration form or the request for payment issued by AIJA.

9. ATTENDING THE EVENT

9.1 Travel and Visas

9.1.1 AIJA shall not be liable for any costs, losses or damages incurred by Participants in connection with travel arrangements, including but not limited to costs arising from adverse weather conditions, travel disruptions, flight cancellations or any other travel-related issues.

9.1.2 Participants are solely responsible for ensuring they comply with all requirements of the country where the Event is taking place, including entry and stay criteria, visa requirements, restrictions, security and safety requirements.

9.1.3 Participants are responsible for timely obtaining their own visas and travel documentation.

9.1.4 AIJA may refuse to provide visa invitation letters at its own discretion should it consider that the Participant does not meet the requirements set out in these terms and conditions. Any such refusal shall be communicated to the Participant without undue delay. Such letters are issued only after

completion of the registration in accordance with article 7.4, unless otherwise agreed. Where AIJA refuses to issue a visa invitation letter after the Registration Fee has been paid, the Participant shall be entitled to a full refund of the Registration Fees paid, notwithstanding the cancellation provisions set out in article 11.

9.1.5 Non-participation due to a denied visa or failure to obtain necessary travel documentation shall be treated as a cancellation by the Participant, and the cancellation fees set out in article 11 below shall apply.

9.2 Accommodation. For every Event, AIJA may (but shall be under no obligation to) secure exclusive offers and discounts for hotels. 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. Participants must handle their own bookings.

10. SUBSTITUTION

10.1 A Participant who cannot attend an Event may send a substitute Participant without any additional cost. Please inform AIJA in writing (office@aija.org) at least 48 hours prior to the Event.

10.2 The substitute Participant must:

- a) Be notified to AIJA with full details (name, email address, organisation, position) at least 48 hours before the Event;
- b) Agree to be bound by these terms and conditions; and
- c) Meet all eligibility requirements for the Event.

10.3 Substitutions requested with less than 48 hours' notice may be accepted subject to organizational feasibility but cannot be guaranteed.

10.4 The original Participant remains liable for all Registration Fees and obligations until AIJA confirms acceptance of the substitution in writing.

11. BOOKING AND CANCELLATIONS

11.1 The refunds and options set out below constitute the Participant's sole and exclusive remedy.

11.2 In-Person Events: Cancellation by the Participant

11.2.1 Should you need to cancel your participation, please inform AIJA in writing (office@aija.org) as soon as possible.

11.2.2 Provided that the cancellation has been timely sent in writing and the Registration Fee has already been paid, it will be handled as follows (unless otherwise provided in the registration form):

Date of cancellation before the Event	Value of refund
Up to 8 weeks	Refund of 100% of the Registration Fees, less an administrative fee of €50 or 10% of the Registration Fees, whichever is higher.
Up to 4 weeks	- For Annual Congresses or Half-Year Conferences: refund of 20% of the Registration Fees, less an administrative fee of €50; - For all other in-person Events: Refund of 40% of the Registration Fees, less an administrative fee of €50.
Less than 4 weeks	No refund

11.2.3 Refunds will be processed within 30 days of receipt of the cancellation request using the original payment method.

11.2.4 AIJA shall have no liability whatsoever for any costs, losses or damages incurred by the Participant, including, but without limitation, travel costs, accommodation fees, visa application fees, loss of time or any other direct, indirect or consequential losses arising from cancellation of registration by the Participant.

11.3 In-Person Events: Cancellation by AIJA

11.3.1 If AIJA cancels an in-person Event, or makes material changes to the date, venue or capacity at any time prior to the Event, the following options shall apply:

Virtual alternative ¹	No virtual alternative ²
The Participant wishes to take part: Part of the amount paid for the Registration Fees corresponding to the participation cost will be credited towards the virtual alternative. The remaining amount may, at the Participant's election, be: (a) carried forward to another AIJA Event within the calendar year; or (b) refunded in full	The amount paid for the Registration Fees may, at the Participant's election, be (a) carried forward to another AIJA Event within the calendar year; or (b) refunded in full
The Participant does not wish to take part: Refund of the Registration Fees in full	Refund of the Registration Fees in full

¹ If the cancellation of an in-person Event by AIJA offers a virtual alternative, the Participant may choose which option they wish to request from those offered below.

² If the cancellation of an in-person Event by AIJA does not offer a virtual alternative, the Participant may choose which option they wish to request from those offered above.

"Material changes" include significant alterations to the Event date (more than 7 days), relocation to a different city or country, or reduction in capacity that prevents the Participant from attending.

11.3.2 In the event that AIJA cancels an in-person Event, or if the Event is postponed or modified due to actions attributable to AIJA, AIJA shall be liable for the Participant's actual, documented damages directly resulting from the cancellation or rebooking of travel costs, provided that such liability shall in no event exceed the amount of the Registration Fee paid by the Participant. AIJA shall however not be liable for any costs, losses, or damages arising from postponement or modification of the Event caused by circumstances beyond AIJA's reasonable control.

11.4 Virtual Events: Cancellation by the Participant

11.4.1 Cancellations must be submitted in writing to office@aija.org and will be handled as follows (unless otherwise provided in the registration form):

Date of cancellation before the Event	Value of refund
Up to 3 weeks	Refund of 100% of any Registration Fees paid less an administrative fee of €30

Up to 1 week	Refund of 50% of any Registration Fees paid less an administrative fee of €30
Less than 1 week	Refund of 10% of any Registration Fees paid less an administrative fee of €30

11.5 Virtual Events: Cancellation by AIJA

11.5.1 If AIJA cancels a virtual Event at any time prior to the Event, Participants shall be entitled to:

- a) A full refund of Registration Fees; or
- b) Credit towards another AIJA Event within the calendar year

11.6 HYBRID EVENTS

11.6.1 For Hybrid Events offering both in-person and virtual attendance options:

- a) Participants must select their preferred attendance mode at the time of registration;
- b) Changes between in-person and virtual attendance may be permitted subject to availability and payment of any fee differential, provided notice is given at least 2 weeks prior to the Event;
- c) Cancellation terms applicable to the selected attendance mode shall apply; and
- d) AIJA reserves the right to limit capacity for either attendance mode.

12. CAPACITY RESTRICTIONS

12.1.1 In case the local authorities impose new restrictions on the number of Event attendees, and that new number is less than the number of registration requests AIJA has 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 Participants priority will be given by order of registration.

12.1.2 Participants who are unable to attend due to capacity restrictions shall be entitled to the same options as if AIJA had cancelled the Event (full refund or credit towards another Event), or where available, the option to attend virtually. In such cases, AIJA shall not be liable for any compensation under Article 11.3.2 of these terms and conditions, as restrictions imposed by authorities constitute an event of force majeure in accordance with Article 13 of these terms and conditions.

13. FORCE MAJEURE

13.1 AIJA shall not be liable for any failure or delay in performing its obligations where such failure or delay results from any cause beyond AIJA's reasonable control, including but not limited to acts of God, pandemic, epidemic, governmental actions or restrictions, war, terrorism, civil unrest, fire, natural disasters, strikes or failure of third-party suppliers or venues.

13.2 In such circumstances, AIJA may, in its sole discretion:

- a) Cancel the Event with refunds as set out in these terms and conditions;
- b) Postpone the Event to a later date;
- c) Modify the Event format, including converting an in-person Event to a virtual or hybrid format; and
- d) Relocate the Event to an alternative venue.

13.3 In the event of force majeure, AIJA's sole obligation shall be to provide a refund strictly in accordance with the provisions expressly set out in these terms and conditions; provided, however, that Article 11.3.2 shall not apply in such circumstances and no compensation thereunder shall be payable.

Save for the refund obligation as limited herein, AIJA shall not be liable for any further losses, costs or damages arising out of or in connection with such cancellation, postponement or modification.

Chapter IV - Liability and Insurance

14. LIMITATION OF LIABILITY

14.1 To the maximum extent permitted by Belgian law, AIJA's total liability arising out of or in connection with these terms and conditions or any Event, whether in contract, tort (including negligence), breach of statutory duty or otherwise, shall not exceed the total Registration Fees paid by the Participant for the specific Event giving rise to the claim.

14.2 AIJA is not liable for indirect, consequential, special or punitive damages, including loss of profits, revenue, business opportunity, data, anticipated savings, reputation, or travel-related costs.

14.3 Nothing in these terms and conditions excludes or limits AIJA's liability for:

- a) Death or personal injury caused by AIJA's negligence;
- b) Fraud or fraudulent misrepresentation; and
- c) Any other liability that cannot be excluded or limited under Belgian law.

14.4 AIJA and the Participant shall not be liable to each other on a non-contractual basis. Any claims between AIJA and the Participant shall be based solely on a contractual basis. The Parties expressly agree that this provision constitutes a contractual deviation from Article 6.3, paragraph 1 of the Belgian Civil Code.

14.5 AIJA and the Participant acknowledge that their employees, officers, agents, and other representatives shall not be held liable for any non-contractual claims arising in connection with an Event. AIJA and the Participant expressly agree that this provision constitutes a contractual deviation from Article 6.3, paragraph 2 of the Belgian Civil Code.

15. INSURANCE

15.1 Participants are solely responsible for obtaining their own travel, health, cancellation and other appropriate insurance coverage.

15.2 AIJA strongly recommends that all Participants obtain comprehensive travel insurance including cancellation and curtailment cover, medical and emergency medical evacuation cover, travel delay and disruption cover, and personal liability cover.

15.3 AIJA maintains appropriate insurance for its Events but is not responsible for insuring Participants' personal property, individual circumstances or losses arising from cancellation or modification of Events beyond the refund provisions set out in these terms and conditions.

Chapter V - Miscellaneous

16. APPLICABLE LAW AND COMPETENT COURT

16.1 These terms and conditions shall be governed by and construed in accordance with Belgian law.

16.2 Any dispute arising out of or in connection with these terms and conditions or any Event shall be subject to the exclusive jurisdiction of the courts of Brussels, Belgium, subject to any mandatory jurisdiction rules under applicable law (including consumer protection provisions that may grant consumers the right to bring proceedings in their place of residence).

16.3 Prior to initiating legal proceedings, the parties agree to attempt to resolve any dispute through good faith negotiations for a period of at least 30 days.

17. LANGUAGE

These terms and conditions may be available in multiple languages for convenience. In case of any discrepancy, inconsistency or ambiguity between language versions, the English version shall prevail to the extent permitted by applicable law.

18. SEVERABILITY

18.1 If any provision of these terms and conditions is found to be invalid, illegal or unenforceable by a court of competent jurisdiction, such provision shall be deemed modified to the minimum extent necessary to make it valid, legal and enforceable whilst preserving the parties' original intent.

18.2 If such modification is not possible, the invalid, illegal or unenforceable provision shall be severed from these terms and conditions, and the remaining provisions shall continue in full force and effect.

19. ENTIRE AGREEMENT

19.1 These terms and conditions, together with any Event-specific terms and conditions as may be referenced in the relevant registration form, AIJA's Privacy Policy and any other documents expressly incorporated by reference, constitute the entire agreement between the Participant and AIJA regarding Event registration and attendance.

19.2 Changes to these terms and conditions must be in writing and signed by an authorized AIJA representative and by the Participant.

20. ASSIGNMENT

20.1 Participants may not assign, transfer or delegate their rights or obligations under these terms and conditions without AIJA's prior written consent.

20.2 The Participant acknowledges and agrees that this clause constitutes the Participant's prior and express consent, within the meaning of Article 5.193 of the Belgian Civil Code, for AIJA to assign or transfer its rights and obligations under these terms and conditions to any successor organisation, without the need for any further approval or confirmation from the Participant, provided that the Participant is acting in a professional capacity; where the Participant is deemed a consumer under applicable law, any such transfer shall require the Participant's express consent prior to its effective date. This clause applies only to specific transfers that relate to the rights and obligations existing at the time of the transfer.

21. NOTICES

21.1 All notices, requests or other communications under these terms and conditions must be in writing and sent to:

- **For AIJA:**
- Email: office@aija.org, or myprivacy@aija.org for data protection and privacy-related requests as specified in these terms and conditions
- Address: Avenue de Tervueren 231, 1150 Brussels, Belgium
- **For Participants:**
- The email address provided at registration or on MyAIJA

21.2 Notices sent by email shall be deemed received on the date of transmission if sent during business hours (09:00-17:00 CET on a business day), or on the next business day if sent outside business hours or on a non-business day.

22. **WAIVER**

No failure or delay by either party in exercising any right or remedy under these terms and conditions shall constitute a waiver of that right or remedy, nor shall it prevent or restrict the further exercise of that or any other right or remedy.

23. **SURVIVAL**

These provisions survive termination: Limitation of Liability, Intellectual Property Rights, Participant Obligations and Indemnification, Data Protection (as required by law), Applicable Law and Competent Court, and other provisions that by nature should survive.

24. **CONTACT INFORMATION**

For all enquiries regarding these terms and conditions or AIJA Events, please contact:

AIJA - International Association of Young Lawyers

- General enquiries: office@aija.org;
- Data protection enquiries: myprivacy@aija.org; and
- Website: www.aija.org.

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