

Registration & Cancellation Policy

Thank you for choosing for this The Research Catalyst conference (“Conference”). Regardless of whether your registration is submitted by you or your proxy, the following Conferences Terms and Conditions (“Terms”) apply to you and your participation in any The Research Catalyst Conference (both in-person and virtual). Depending on the type of conference, certain terms below may not apply. “Attendee” for purposes of these Terms will include all participants at the Conference, including Exhibitors and Attendees. By participating in this Conference, you agree to these Terms so please read them carefully. These Terms include and incorporate by reference The Research Catalyst’s Privacy Policy.

This Conference is organized by The Research Catalyst, which reserves the right, in its sole discretion, to limit or deny access to any entity or individual. To be eligible to participate, you must be 18 years old or older.

Attendee Cancellation Policy

If circumstances change and you can no longer attend this conference, you may cancel your registration by providing written notice to the conference’s email address or via the contact form in the ‘Contact’ option in the conference menu bar. Our Attendee Cancellation Policy is outlined below.

Cancellation of paid registrations is possible under the terms listed below:

> 2 months before the conference	Full refund but 60 EUR are retained for administration
> 1 month before the conference	Refund 50% of the applying fees
> 2 weeks before the conference	Refund 25% of the applying fees
< 2 weeks before the conference	No refund

Please remember that cancelling your registration does not automatically cancel your hotel and travel arrangements. Attendees are responsible for cancelling their own hotel and travel reservations.

Disclaimer

We will endeavour to present the program advertised. However, The Research Catalyst and its partners reserve the right to alter or cancel, without prior notice, arrangements, timetables, plans, or other items relating directly or indirectly to the conference. The Research Catalyst and its partners are not liable for any loss or inconvenience caused because of such cancellation.

Insurance

The organizers do not accept liability for personal accident, loss, or damage to private property incurred because of participation in the conference. Delegates are advised to arrange appropriate insurance to cover travel, cancellation costs, medical, and theft or damage of belongings.

Photographs and/or video will be taken during the conference

By taking part in this event, you grant the organisers full rights to use the images resulting from the photography/video filming, and any reproductions/adaptations of the images for fundraising, publicity, or other purposes. This might include (but not limited to), the right to use them in their printed and online publicity, social media, press releases, etc.

Force Majeure

After the cancellation cut-off date, payments made are not refundable for any reason, including, but not limited to, failure to attend the conference due to illness or due to any event beyond the reasonable control of the parties, such as an act of God, natural disaster, travel-related problems, or an act of terrorism.

Substitution and Badge Policy

Substitution of registrations may be made at any time up to the Conference start date. Certain conferences require Attendees to be qualified by The Research Catalyst to attend and any substitutions would also require approval by The Research Catalyst. “No Shows” will be

deemed a cancellation per the cancellation cut-off date in the Cancellation Policy listed above. Please consult you're The Research Catalyst Conference Secretary with any questions.

Sharing of Attendee badges/IDs is not permitted at any time. Badges/IDs are issued to, can be picked up by, and used by only the Attendee named in the registration. Photo ID will be required for each Attendee when collecting a badge/ID onsite. Badges must be always worn during the Conference.

The Research Catalyst conference badge/ID allows an Attendee entry to the overall Conference, but cannot guarantee admission to every session, lounge, or meeting area. Admission is subject to venue capacity and other requirements. For example, certain sessions may be restricted from vendor Attendees.

Group Discount Program

Group Rate Discount

- 1 for every 3 paid registrations
- 2 for every 5 paid registrations
- 3 for every 7 paid registrations
- 4 for every 10 paid registrations

Groups must consist of employees of the same organization and discounts only apply to the same conference. At those conferences where we offer the Group Discount Program, there is a limit of four Group Rate Discount complimentary registrations per organization per conference.

Only one discount may be applied to an individual registration. With the exceptions of the early bird discount, multiple discounts cannot be combined.

To receive the group discount and be admitted to the conference, all registrations must be paid in full. Please consult respective Conference Secretary if you have any questions. Group Rate Discount does not apply to Virtual Conference registrations.

Payment Terms

Wire transfer, Credit card and Spot Payments (cash accompanied with Photo ID) are accepted modes of payments towards the conference.

Currency Exchange Rate Disclaimer: Client/Cardholder confirms acknowledgment and acceptance of a potential gain/loss incurred by any adjustments made by their bank due to the currency exchange rate. The Research Catalyst will not be liable or responsible for any loss incurred by the Client/Cardholder from an adjustment made due to the currency exchange rate. Nor will The Research Catalyst pursue the Client/Cardholder for collection if that adjustment should be made in the Client's/Cardholder's favour.

Submission of a registration online, by phone or email, constitutes an official registration and intent to attend the Conference. Invoices are payable upon receipt, and full payment must be received to gain entry to the Conference. Until your payment is received you will not have access to pre-conference entitlements that you may be entitled to, such as booking certain sessions. Please note The Research Catalyst does accept cash payments onsite at the Conference accompanied by a valid government issued photo ID.

You agree that, in the unlikely event that The Research Catalyst cannot resolve your payment issue and you dispute the credit card charge, your statement may be used as evidence that said charge is valid and just.