

General Terms and Conditions for the Annual Conference of the GERA division Adult Education at the Helmut-Schmidt University / Bundeswehr University Hamburg (HSU/UniBw H)

1. Scope of application

These General Terms and Conditions govern attendance of the Annual Conference of the GERA division Adult Education. The conference is being organised by the chair of Professorship for continuing education and lifelong learning and Professorship adult education. Under these General Terms and Conditions, the organiser and contracting party is the Federal Republic of Germany, represented by the Federal Ministry of Defence, represented by the President of the *HSU/UniBw H*.

2. Application and conclusion of contract

Anyone wishing to attend the Annual Conference of the GERA division Adult Education are required to send an application and pay the attendance fee to the organiser prior to the beginning of the event. The application form will be provided on the conference website. An application is considered a binding contractual offer and an acknowledgement of these General Terms and Conditions. Applicants will receive confirmations of their applications from the organiser. A contract will be considered concluded as soon as this confirmation of application has been received.

3. Reduced-fee attendance

To promote the development of junior scientists, the organiser offers students the possibility to attend the conference for a reduced fee.

4. Conference attendance

All conference materials (e.g., name badge or Wi-Fi access code) will be handed over to the attendees who have paid their attendance fees in full during the registration process. After registration, the attendees will be responsible for the safekeeping of the materials. The organiser cannot compensate for any loss of material.

Attendees of the Annual Conference of the GERA division Adult Education are requested to wear their name badges throughout the event so that they can be identified as attendees and be granted access to the conference rooms.

Attendees of the Annual Conference of the GERA division Adult Education are expected to observe instructions given by the organiser and staff of the *HSU/UniBw H* if these instructions help to ensure that the conference proceeds as planned and do not impose limits on any other rights. In the event of (repeated) failure to observe the instructions, Section 10 ("Disqualification from attendance") of these General Terms and Conditions will apply.

5. Terms of payment

Following the receipt of the confirmation of attendance and bill, the attendance fee must be paid into an account specified by the organiser in the billing process. When the fee is transferred, the transaction number specified on the bill must be stated as the intended purpose. The attendance fee must be paid in full prior to the beginning of the event.

The attendance fee must be paid in full in Euros by the dates specified on the bill and on the registration page. In the event of discrepancies between the dates on the bill and the registration page, the date on the bill will apply. The deadline will only be considered observed when the attendance fee has been received in full at the account specified on the bill by the applicable dates and when no other arrangements have been made in writing between the organiser and applicants. Applicants who do not pay the early-bird fee in full by the specified deadline must pay the regular attendance fee.

The attendees must pay any expenses arising for attendees from accommodation and travel to and from the conference and any other expenses incurred over and above the attendance fee.

6. Revocation

Applicants wishing to attend the conference have the option to revoke their declarations of intent to conclude the contract by submitting a written declaration to the organiser within two weeks of receiving confirmation of their applications. The revocation does not have to include reasons. Sending the declaration in time is sufficient to comply with the deadline (date of postmark or email).

7. Cancellation or withdrawal on the part of applicants

After the deadline, applicants can cancel their applications or withdraw from the contract in writing, and any attendance fees already paid made will be refunded. A written declaration must be submitted to cancel an application to attend the Annual Conference of the GERA division Adult Education after the revocation deadline. Applicants who withdraw up to two weeks prior to the beginning of the event will be payed cancellation fee of 30% of the attendance fee. The relevant date shall be the day on which the organiser receives the written declaration of withdrawal. Applicants who give notice of cancellation or withdrawal later or do not do so at all will be obliged to pay the attendance fee in full, and any fees already paid cannot be refunded.

Cancellations must be submitted in writing to Helmut-Schmidt-Universität/Universität der Bundeswehr Hamburg, Professur für Weiterbildung und lebenslanges Lernen, Holstenhofweg 85, 22043 Hamburg, or via email to eb2020@hsu-hh.de and will be fundamentally confirmed in writing by the organiser.

8. Cancellations or changes on the part of the organiser

In special cases (e.g., in the event of a pre-set minimum number of applicants not being reached, of speakers becoming unavailable at short notice and substitutes being unable to be found or of unforeseen circumstances), the organiser has the right to postpone or cancel the event. Applicants will be notified via the contact details they provide upon registration. In the event of cancellation, attendance fees that have already been paid will be refunded.

The organiser reserves the right to replace speakers or to change the schedule, the dates or – within reason – the location of the event. Applicants cannot derive any rights from such cases, e.g., the right to withdraw from the contract or the right to a reduction in the attendance fee.

9. Disqualification from attendance

In special cases (e.g., delay in payment, disruption of the event), attendees can be disqualified from attending the rest of the event. In such cases, the organiser maintains the right to receive payment of the attendance fee.

10. Organiser's liability

Attendees who use facilities, rooms and equipment at the event do so at their own risk. The organiser's liability for any damage caused in connection with the event will be limited to damage caused by intent and gross negligence. This limitation of liability shall not apply to injury to life, body or health due to a negligent or intentional breach of duty on the part of the organiser or a legal representative or assistant of the organiser.

11. Data protection

The personal data provided to the organiser by applicants wishing to attend the conference upon registration will only be stored and processed for event management purposes.

By attending the Annual Conference of the GERA division Adult Education, attendees consent to their names and the names of the company or institution to which they belong being sent by the HSU/UniBwH to all attendees in the form of a list of attendees. Attendee contact details will not be published. Applicants have the right to lodge an objection in writing to the organiser against their details being entered on the list of attendees up to two weeks prior to the beginning of the event. The relevant date shall be the date on which the organiser receives this notice. Applicants lodging such an objection lose their right to receive a list of attendees.

12. Photographs and films

Applicants are hereby advised that photographs may be taken and films may be made during the event for the organiser's advertising purposes and for media reports. Publication of such photographs and films for the above-mentioned purposes shall not as a rule require the additional consent of the persons photographed or filmed. The photographers and the organiser will undertake to ensure that the attendees' personal rights are protected.

13. Publication of articles

The organiser of the Annual Conference of the GERA division Adult Education intends to publish the scientific articles presented during the event in a conference transcript. Attendees will receive a free copy of the conference transcript. Any necessary agreements between the editors, the authors of the articles and the publishers will be made separately from these General Terms and Conditions for the Annual Conference of the GERA division Adult Education. This so-called Copyright Agreement will be provided to the authors by the organiser.

14. Visa for foreign applicants wishing to attend the conference

Invitations to the Annual Conference of the GERA division Adult Education for visa application purposes will only be issued upon request and upon submission of a scientific article. The costs for applying for a visa application or for sending an invitation (e.g., by express delivery) will be borne by the applicants.

The decision concerning the issue of a visa invitation for relatives will fundamentally be made on a case-by-case basis; no guarantee can be given that such an invitation will be issued.

15. Final provisions

The contract will be governed exclusively by the law of the Federal Republic of Germany. Subsidiary agreements must be made in writing. The place of jurisdiction and performance will be Hamburg insofar as the parties are able to effectively agree on this.