



Society for Conservation Biology

## **ICCB 2019 Terms and Conditions**

February 25, 2019

### **DEFINITIONS**

These Terms & Conditions apply to every person registering as a delegate for the 29th International Congress for Conservation Biology (ICCB 2019), to be held in Kuala Lumpur, Malaysia from 21-25 July 2019 and pre- and post-activities (hereafter referred to as “the Congress”), organized by the Society for Conservation Biology (hereafter referred to as “SCB” or “Congress organizer”).

All references to a date or a deadline, mentioned in these terms and on other conference documents, refer to the Central European Time Zone (CET)/Offset UTC +1:00 hour. The SCB may amend these Terms and Conditions at any time without notice.

### **CONFERENCE REGISTRATION**

Only completed registration forms will be accepted. An email will be sent after the receipt of your registration, a confirmation of payment will be sent upon receipt of payment in full. If the full payment has not been received before the deadline indicated, the registration will remain valid, however the due fee will be increased according to the payment period (early/regular/on site).

To be able to register as a student, individuals must present proof in the form of the name and email address of their advisor at a recognized university or college or an according program either by the time of pre-registration or during the onsite registration process.

The registration fee for delegates, students, press, SCB member or non-member, developed country or least developed countries, provided that sufficient seating/space is available, include: entry to all conference sessions, the exhibition and poster area, career night, plenaries, and welcome reception. One-day registrations will be limited to the activities of the day registered. Please note that the security personnel of the convention centre are responsible for granting or denying access to conference halls in case of overfilling, according to room capacities and national legislation. The SCB cannot guarantee available space in every session.

The SCB cannot guarantee that a conference bag and other conference materials will be available for on-site registrations. All conference materials will be distributed on-site.

If the maximum delegate capacity is reached, the SCB reserve the right to refuse additional registrations.

### **REGISTRATION CONFIRMATION/RECEIPT**

A registration confirmation/receipt will be sent by email after the online registration, a related payment. Delegates may be requested to present this registration confirmation/receipt at the registration counter as proof of their registration and payment.

### **METHODS OF PAYMENT**

Payments should be made in USD only by using a credit card or, exceptionally, by bank transfer.

All bank fees and money transfer costs must be paid by the transmitter at the time of registration. Indicate the registration number and the delegate’s full name as a reference on all bank transfers.

### **CANCELLATION POLICY**

Cancellation of registration, for any reason, must be submitted in writing via email and must be dated on or before 18:00 Central European Time Zone (CET)/ Offset UTC +1:00 hour on 19 June 2019 to receive

a refund less a \$150 USD registration cancellation processing fee. After 19 June 2019 at 18:00 Central European Time Zone (CET)/Offset UTC +1:00 hour no refunds will be granted. Pre-meeting workshops (short course registrations) and optional ticketed sessions purchased are subject to a \$25 USD (each) cancellation processing fee. There are no refunds for ticketed events (boxed lunches, guest welcome reception tickets, or closing banquet), merchandise, carbon offset donations, or SCB memberships. The cancellation will not be effective until a written acknowledgement from the Congress's Registration Team is received.

In the case of over-payment or double payment, refund requests must be submitted in writing via by email on or before 18:00 Central European Time Zone (CET) Offset UTC +1:00 hour on 19 June 2019.

No refunds will be granted for unattended events or early termination of attendance, in case of cancellation of speakers, lack of space in the conference room or any other incidents during the Congress, which are beyond the control of the Congress organizers.

By registering to the ICCB 2019 participants agree that neither the organizing committee nor the SCB assume any liability whatsoever. Participants are requested to make their own arrangements for health and travel insurance. The conference fee does not include insurance.

### **SUBSTITUTION**

Substitution Policy: Replacement of a registered SCB attendee by a business colleague/coworker will be accepted. A \$50 USD processing fee will apply to each substitution if notified in writing via email by 18:00 Central European Time Zone (CET)/Offset UTC +1:00 hour on 19 June 2019. Original delegate registration fee will be refunded minus the processing fee and the new registrant must register as a new attendee to complete registration. The new registrant must be named in the written notification and register before the original registrant is refunded. If the original registrant was registered as a SCB member, the new registrant must also be a member or join membership upon registering. After 19 June 2019, no substitutions will be allowed and each substitution request will be treated as a full cancellation of the original registration and subject to the reduced processing fee of \$50. If another individual participates in a delegate's place per the SCB substitution policy, the new registrant agrees to the terms and conditions by default of the substitution.

### **CANCELLATION OF THE CONFERENCE**

In the event that ICCB 2019 cannot be held or is postponed due to events beyond the control of the Congress organizers (force majeure) or due to events which are not attributable to wrongful intent or gross negligence of the Congress organizers, the Congress organizers cannot be held liable by delegates for any damages, costs, or losses incurred, such as transportation costs, accommodation costs, costs for additional orders, financial losses, etc.

Under these circumstances, the SCB reserves the right to either retain the entire registration fee and to credit it for a future conference, or to reimburse the delegate after deducting costs already incurred for the organization of the conference and which could not be recovered from third parties.

### **MODIFICATION OF THE PROGRAM**

SCB reserves the right to modify the program. No refunds can be granted in case of cancellation of speakers, lack of space in the conference room or any other incidents during the conference which are beyond the control of the Congress organizers.

### **LOST NAME BADGE**

The conference name badge must be worn at all times during the conference. Access to the Congress venues will not be granted without the name badge issued by the Congress organizer. If a delegate loses, misplaces or forgets the name badge, a handling fee of \$25– will be charged for a new name badge. Upon handing out a new name badge, the lost badge will be become invalid.

### **MEDIA DISCLAIMER AND WAIVER**

All property rights in the material presented, including common law copyright, are expressly reserved to the presenter, speaker or to SCB.

SCB intends to take photographs and video of this event for use in SCB news and promotional material, in print, electronic and other media, including the SCB website and social media. By participating in this event, delegates grant SCB the right to use any image, photograph, voice or likeness, without limitation, in its promotional materials and publicity efforts without compensation. All media become the property of SCB. Media may be displayed, distributed or used by SCB for any purpose.

### **VISA REQUIREMENTS**

It is the sole responsibility of the delegate to take care of his/her visa requirements. Delegates who require an entry visa must allow sufficient time for the application procedure. Delegates should contact the nearest Malaysian embassy or consulate to determine the appropriate timing of their visa applications. Note: Malaysian embassies and consulates-general are independent decision-making agencies for visas. SCB cannot intervene on your behalf in case of a rejection or to speed up the procedure.

Delegate registration details will be shared with the Malaysian immigration authorities, if requested, to assist in the immigration process. However, the Congress organizers and/or the ICCB 2019 Registration Team will not directly contact embassies and consulates on behalf of visa applicants.

### **DATA PROTECTION AND SHARING OF CONTACT DETAILS**

The protection and use of your personal data are important to us. SCB will collect and store all personal data for the preparation and execution of the International Congress for Conservation Biology (ICCB 2019).

In order to facilitate border entry and visa applications, SCB will share contact details of concerned delegates with Malaysian immigration authorities, upon request.

SCB periodically e-mails to delegates on behalf of the Society, third parties regarding activities at the Congress or other communications. Email contact details of delegates will be given to sponsors and exhibitors for limited use. Participants may opt out of these emails at any time. This will not affect official correspondence from the Congress organizers.

A number of exhibitors will be using a lead retrieval system linked to the participant data base and may ask you to scan your badge in order to obtain your contact information. This information contains postal address, email and phone number as provided during the registration process. Scanning of your badge should always happen on a voluntary basis. Please do report any misuse of the scanning device to the exhibition management.

### **LIABILITY**

As a condition of participation in the Congress and any of its associated pre or post related activities, delegates waive any claim they may have against the Society for Conservation Biology (SCB) and its officers, governors, employees, or agents, or against the presenters or speakers, for reliance on any information presented and release SCB from and against any and all liability for damage or injury that may arise from my participation or attendance at the program.

The Congress organizers shall be held liable in the framework of a duty of care as a respectable businessman according to statutory provisions. The liability of the Congress organizers – for whatever legal reason – shall be limited to intent and gross negligence. The liability of commissioned service providers shall remain unaffected by this. Participation in SCB events and activities brings some risk and delegates assume responsibility for their own well-being. The delegate shall take part in the Congress at his/her own risk. Oral agreements shall not be binding if these have not been confirmed in writing by the SCB.

### **JURISDICTION**

In the event of any legal claims arising from either party, Washington, DC, United States of America shall be the sole court of jurisdiction.