

## Terms and Conditions

### Registration

#### Online registrations: -

Only fully completed registration forms will be accepted. Forms with sections blank/empty will not be accepted. Upon receipt of successful registration an invoice shall be generated which will be delivered to your registered email address. A confirmation of payment will only be sent after payment in full.

#### Offline Registrations: -

The registration shall remain valid, if, a partial payment has been received. However, the due fee will be increased in accordance with the availability of the payment options (Early Bird/ Regular/ On-Site).

#### Please note: -

- **PAUC18** organizers do not guarantee the availability of a 'Conference kit' and other conference materials for late registrations. All conference materials will be distributed On-Site.
- Upon reaching the maximum delegate capacity, the **PAUC18** organizers reserve the right to refuse to additional registrations.

### Registration Confirmation

A registration confirmation shall be sent via email after a successful registration, payment and documents (if applicable) have been received by the **PAUC18** registration team.

**PAUC18** participants may be requested to present the registration confirmation for entry at the **PAUC18** venue.

#### Modes of Payment: -

All the transactions in favour of **PAUC18** are to be made in INR (Indian National Rupees), no other currency shall be accepted. Any bank transfer fees, internet handling charges, etc. are to be made by the payee. Any negative balance shall be collected on-site. Payees are requested to indicate their name in full and registration number as reference on bank transfers made in favour of **PAUC18**.

#### Participant Name Change: -

A one-time handling fee of INR 50 shall be levied for each name change request to an existing registration. Forms with duplicate details will NOT be accepted.

Name change request will be accepted via email indicating the old and new name and the required contact details on or before the 5<sup>th</sup> of August. Beyond this date, all name change requests shall be completed on-site.

## Cancellation Policy

Tickets once purchased will NOT be refunded. However, they can be transferred/re-used for any other conference organised by ScaleUp Consultants Pvt. Ltd.

In cases of over payment or double payment, refund requests must be sent via email to [PAUC18@ScaleUpConsultants.com](mailto:PAUC18@ScaleUpConsultants.com). All the transaction details must be mentioned in the email.

No refunds shall be initiated for unattended events or early termination of attendance, in case of cancellation of speakers, lack of accommodation in the conference hall, or any such incident during the PAUC18, which are beyond the organisers' control.

By registering for PAUC18, participants agree that the PAUC18 organizing committee do not assume any liability whatsoever. Participants are requested to make their own travel arrangements. The PAUC18 registration fees do not include any kind of insurance.

## Cancellation of the Conference

If PAUC18 cannot be held or is postponed due to reasons beyond the control of the organizers (force majeure) or due to events which are not attributable to wrongful intent or gross negligence of the conference organizers, the conference organizers cannot be held liable by the participants for any damages, costs or losses incurred, such as transportation costs, accommodation costs, etc.

Under these circumstances, PAUC18 organizers reserve the right to retain the registration fee and credit it to a future event, or to reimburse the participant after deducting the costs incurred for the organization of the conference which could not be recovered from third parties.

## Modification of the Programme

PAUC18 organizers reserve the right to modify the event. No refunds will be granted in case of cancellation of speakers, lack of accommodation, or any other incidents during the conference which are beyond the control of the PAUC18 organizers.

## Lost Name Badge

The PAUC18 name badge must be worn always during the event. Access to the event venue will not be granted without the name badge issued by the PAUC18 organizers. If a participant loses, misplaces or forgets the name badge, a handling fee of INR 50 shall be levied in lieu of a new name badge. The old name badge will be invalid once a new name badge has been issued.

## Letter of Invitation

Individuals who require an official letter of invitation from PAUC18 organizers may request on through the online registration form or write an email to [PAUC18@ScaleUpConsultants.com](mailto:PAUC18@ScaleUpConsultants.com) requesting the same. To receive a letter of invitation, participants must complete the registration form and submit any information, as requested in the registration form.

A letter of invitation does not financially obligate the PAUC18 organizers in any way. All expenses incurred in relation to the event, the registration and the attendance are the sole responsibility of the participant.

## Photographs and Video Streaming

The organizers may, without the further consent of the participants, use and release pictures and/or videos taken during the PAUC18 event in future marketing materials. By registering to PAUC18, participants agree that photographs/sound/video recordings taken during PAUC18 - which could include recognizable images or voices of the participants – may be posted on the PAUC18 website. PAUC18 organizing committee assures participants of images and recordings treated sensitively and discreetly. Names will not be published. As PAUC18 is being organized in a public space, we therefore, do not prohibit PAUC18 participants from photography, video or audio-taping parts of the event. The PAUC18 organizers reserve the right to use images taken at the event with your photograph and/or likeness on social media and/or in future marketing materials. PAUC18 organizers are not responsible for individual attendee's use of your image or likeness.

## Data Protection and Sharing of Contact Details

### Personal Data

The protection of your data and the observance of your right of informational self-determination regarding collection, processing and use of your personal data are important to us.

PAUC18 organizers will collect and store all personal data for the preparation and execution of the Pune Agile UnConference 2018 (PAUC18). In accordance with the data protection and other applicable laws, sensitive data will be deleted after the event, whereas, personal data, payment history and correspondence will be stored for the period prescribed by law (currently, 7 years).

**PAUC18 will NOT store any credit card information.**

To facilitate border entry and visa applications, the organizers will share contact details of concerned participants with immigration authorities, if and only if, the authorities require.

### Further use of your data:-

#### Newsletters

With your consent, the PAUC18 organizers will contact you with regular newsletters – ahead and during the event- with an invitation to complete a post conference survey after PAUC18, as well as, with announcement of future PAUC18 events. You may unsubscribe from these mailing lists at any given time – all official correspondences will remain unaffected.

### **Emailing on behalf of third parties**

With your consent, PAUC18 organizers may, periodically, send emails to participants on behalf of third parties regarding activities at PAUC18 event or other communications, which may be of interest to professionals. Email addresses will NOT be shared with any third party.

You may unsubscribe from these emails at any given time – all official correspondences will remain unaffected.

### **Speakers Terms & Conditions**

**PAUC18** may use the speaker's name and presentation materials for promoting delegate attendance at the conference.

Presentations and papers including all associated artwork and illustrations will not be returned unless specifically requested by the author. The papers must be objective and completely free of advertising and commercialism.

**PAUC18** may audio and/or video tape the speaker's session and the recording may be reproduced and marketed/sold as part of the overall conference materials. This allows delegates to purchase audio/video copies of presentations that they may have been unable to attend.

**PAUC18** may reproduce copies of the speaker's presentation (e.g. PowerPoint slides or supporting handouts) on paper and/or electronically and these may be marketed as part of the overall hand-out materials during the conference and after the event. Any acknowledgement regarding Copyright or support should be included at the end of the abstract/presentation, as these will be distributed to the conference delegates.

Speakers who do not wish to give permission for the above terms and conditions, please email [PAUC18@scaleupconsultants.com](mailto:PAUC18@scaleupconsultants.com) before the commencement of the conference.

If you have any questions about these Terms and Conditions, please write to us on [PAUC18@scaleupconsultants.com](mailto:PAUC18@scaleupconsultants.com)