

GENERAL LIABILITY

- The participant acknowledges that he/she has no right to lodge damage claims against the organizers (C.T.A. POTNIK or any other company involved) should the performance and program of the Conference and related events be obstructed or prevented by unexpected natural, political or economic events or generally by *force majeure*, or should the non-appearance of speakers or other reasons cause program changes. With registration, the participant accepts this proviso.
- C.T.A. POTNIK and any of their partners/agents shall not be responsible for and shall be exempt from all liability in respect to any loss, damage, injury, accident, delay or inconvenience to any person, or his/her luggage or any other property for any reason whatsoever, for any services provided before, during or after the Conference. Personal travel and health insurance is recommended and is the sole responsibility of the participant.
- Personal liability of the participant applies for any damage caused by him/her on hotel property or other facilities related to the Conference.

GENERAL PAYMENT TERMS AND PROCEDURES

- Reimbursement will be processed after the conference.
- Credit card payments are only available for online registration and accommodation.
- Please be aware that your credit card will be charged in Euros.
- If your local currency is not euro, the amount charged will be converted back to the currency of your account which may result in total charge slightly different from that published in Euros, depending on local euro exchange rate.
- Bank charges are the responsibility of the participant and should be paid at the source in addition to the registration and room fees.
- In case of a difference between an amount received in Euros and registration or room costs published, due to exchange rates difference, the difference is the sole responsibility of the participant and should be paid either in advance or on site. Organizer will advise participant regarding the correct amount to be paid.
- To avoid charges, participants should use the correct daily exchange rate while converting local currency to Euros. Payments received in an amount less than published rates in Euros will be considered final only after receiving the rest of the amount.

PAYMENT OPTIONS:

- By credit card by online submission only (Visa or MasterCard)
- By cheque (see web page for details)
- By bank transfer (see web page for details)
- By draft on demand D.D. (Indian participants only)

REGISTRATION

- A limited number of registrations will be accepted (first come/first served basis).
- A limited number of tickets for opening and closing ceremonies are available and will be assigned based on a first come/first served basis.
- Name change after 01.feb.2009 will be charged an administrative fee of €40.

PARTICIPANT'S FEE INCLUDES:

- Participation in scientific sessions
- Entrance to the exhibition
- Conference bag and printed conference materials
- Coffee breaks
- Lunch box on Friday, 20 March, and Saturday, 21 March, 2009

- Invitation to opening and closing ceremonies (limits applies)

ACCOMPANYING PERSON'S FEE INCLUDES:

- Invitation to opening and closing ceremonies (limits applies)
- Accompanying person conference bag (no printed materials included)
- Full-day city tour on Saturday, 21 March, 2009

GROUP REGISTRATION:

Special conditions apply for group registrations (5 participants or more). Please contact groups@adit2009.org for details and procedure.

CANCELLATION POLICY:

- Received up to 15 December 2008: full refund less bank charges
- Received up to 01 February 2009: 50% refund less bank charges
- Received later than 01 February 2009: no refund

ACCOMMODATION

- An individual Accommodation booking form per each room must be submitted.
- A minimum three (3) nights accommodation must be booked to gain the benefit of special Conference rates.
- For room reservations outside the Conference dates, please contact POTNIK by e-mail: housing@adit2009.org.
- Each form must be completed with the full personal or business address of the participant/guest.
- Agency/company addresses will not be accepted (except for company employees).
- Forms without a guest name will not be accepted.
- A valid credit card or first night's deposit (in case of another form of payment) is required to guarantee any booking. The booking will be final upon receipt of the corresponding guarantee/deposit.
- For block bookings (5 rooms and up) or third party bookings, companies are required to send their request by e-mail groups@adit2009.org.
- Official check-in time for the hotel is 14:00 hours and check-out is 10:00 hours.
- In case of late arrival please inform the organizer in order to guarantee the room.

PAYMENT

- First night deposit due at reservation
- Please note that by February 1, 2009, full prepayment for the entire stay is required.
- Bookings without final payment received by March 1, 2009, will be considered as canceled. Your credit card will be automatically charged for the balance of your hotel accommodation. Participants paying with a bank transfer or check need to send this balance to POTNIK (international delegates) or AMATIS (Indian participants) well in advance.

CHANGES AND CANCELLATIONS

- In case of non-arrival, the hotel will automatically release the reservation for the entire stay.
- Cancellations or changes are subject to the hotel's availability and must be made in writing (e-mail or fax) to POTNIK and will not be valid if done through the hotel.
- Cancellations or changes made by phone will not be accepted.
- Any changes will be charged an administrative fee of €40.

ABSTRACTS

- A limited number of abstracts will be scheduled for oral or poster presentation. Please indicate if you are submitting your abstract for oral or poster presentation.
- The Committee reserves the right to decide on the final form of presentation.
- The Committee reserves the right to select the abstracts relevant to the sessions.
- Authors will be notified of the method of presentation.
- Abstracts will be published in the abstract book only.
- Abstracts can be submitted only by registered ADIT participants.

BEFORE YOU BEGIN:

- Carefully study the Abstracts Rules
- Include :
 - Contact details of presenting author
 - Details of all affiliations of all abstract authors: institution, city, country
 - Authors' names (initials and family name)
 - Abstract title
- Note: Abstract cannot exceed 250 words

ABOUT ABSTRACT SUBMISSIONS

- Be sure to make all changes, corrections and proofreading before pressing the "Submit" link since corrections and proofreading will not be provided by Conference and abstracts will be published as received.
- Please note that once you click "Submit," you cannot edit the information you entered.
- To make changes after you have clicked "Submit," start over or contact the Congress Secretariat at abstracts@adit2009.org with reference to your name and abstract confirmation number.