



25 – 29 September 2022 – Kassel, Germany

**ISES and IEA SHC International Conference on Solar Energy for Buildings and Industry**

[www.eurosun2022.org](http://www.eurosun2022.org)

## **Terms & Conditions**

### **1. TYPE OF EVENT, ORGANIZERS, etc**

These General Terms and Conditions are valid for each attendee registered for the EuroSun 2022 Conference, 25 – 29 September 2022 which will be held as an in-person event, and the conference abstracts, papers, posters, presentations PDFs and videos to be uploaded to the website and/or online conference platform.

The conference is organized by: International Solar Energy Society (ISES e.V.), International Headquarters, Wiesentalstr. 50, 79115 Freiburg, Germany and the University of Kassel, Mönchebergstr. 19, 34125 Kassel, Germany, hereafter referred to as the “organizers”.

Responsible for encashment and online management:

Universität Kassel, Finanzbuchhaltung, Mönchebergstraße 19, 34125 Kassel and  
Conexio-PSE GmbH, Emmy-Noether-Str. 2, 79110 Freiburg, Germany

Location: University of Kassel, Mönchebergstr. 19, 34125 Kassel, Germany

### **2. PROGRAM AND SOCIAL PROGRAM**

The conference program is published on the conference website [www.eurosun2022.org](http://www.eurosun2022.org).

ISES and Uni Kassel cannot assume liability for any changes in the program due to external and unforeseen circumstances such as but not limited to cancellation of speakers, technical problems, etc. and reserves the right to cancel, postpone, reschedule or change any of the sessions or to add new sessions and to make changes regarding speaker identity. Updates will be published on the website regularly.

### **3. REGISTRATION**

#### **CONFERENCE REGISTRATION**

The registration deadlines are as follows (may be subject to change):

- Author Registration Deadline: **01 August 2022**
- Early Bird Deadline: **01 August 2022**
- Registration will be possible throughout the entire conference

Should one deadline be missed, the next applicable fee will be charged automatically. The registration will only be confirmed upon receipt of full payment.

Each conference registration for EuroSun 2022 includes:

- Access to all conference sessions and workshops
- Conference materials
- Meals and refreshments (coffee breaks, receptions, lunches)
- Access to a password-secured area on the website with the following:
  - o List of participants
  - o Abstracts, available from the start of the conference
  - o Papers in pre-review format will be available before the conference
  - o Presentations (if cleared for publication) will be available shortly after the conference.

Accommodation and travel costs are not included in the conference fee, and attendees are responsible for making their own travel and lodging arrangements.

### **STUDENT RATES**

**Reduced student rates are only available to persons who are enrolled at a university and are ISES Student Members at the time of registration.** Please register as an ISES Student Member [here](#) before registering for the EuroSun 2022 if you are not yet a member. Students enrolled at an accredited university shall be eligible for conference student rates. All student discounts are at the organizer's discretion, and proof of status (student card) is required. Students may also be asked to present their original student identification card on-site in order to receive their name badge. Student discounts must be applied when registering – discounts cannot be applied after the booking has been processed.

### **ISES MEMBER RATES AND OTHER DISCOUNTS**

In order to qualify for discounts as members of the International Solar Energy Society (ISES) or as task experts of the IEA Solar Heating and Cooling Program (SHC TCP), the attendee must be an active member or task member at the time of registration. ISES members will be provided codes to apply the member discount upon online registration. IEA SHC task experts must contact the IEA SHC Secretariat to receive their discount code. Any other discounts are at the discretion of the organizers. Discounts are only applicable at the time of registration and cannot be applied after the booking has been completed.

### **PAYMENT**

The payment procedure will be managed by Conexio-PSE GmbH and Uni Kassel. The payment processing platform used is Stripe which uses 3D-Secure and the security systems "Verified by Visa" (VbV) and "MasterCard Secure Code" (MSC).

Payment is required at the time of registration and can be made in EUR only.

Payment is possible by credit card. Attendees should complete the relevant section of the online registration form. Confirmation of the fee will be forwarded after acceptance of payment by the credit card company.

The conference and additional services may be subject to VAT. Should VAT rates increase, the fee and prices quoted will be subject to adjustments without prior notice.

The participant will receive confirmation of his/her online registration and payment by e-mail with the invoice attached. If no confirmation e-mail is received within 48 hours, please contact [eurosun2022@conexio-pse.de](mailto:eurosun2022@conexio-pse.de).

#### **SUPPLEMENTARY PARTICIPATION INFORMATION AND CANCELLATION POLICY FOR AUTHORS**

The conference scientific reviewing committee will evaluate the submitted abstracts and compile a program of oral presentations and scientific posters from the accepted proposals as well as additional invitations.

The conference scientific committee reserves the right to accept or reject submissions for oral presentations or posters.

If submissions are accepted by the conference scientific committee, (one person per accepted submission) one person (the submitting lead author) will be sent notification and information on how to register. **Authors of accepted abstracts poster and oral presentations must complete their registration by 01 August 2022, otherwise their abstract will be removed from the program.** Cancellations by the authors shall only be admissible for important reasons. Substitutions are welcomed (see below under **SUBSTITUTIONS AND CHANGE OF PRESENTER**).

Any other agreements for speakers are subject to a separate speaker agreement. Place of performance and jurisdiction is Kassel, Germany.

#### **FULL PAPERS**

All authors of accepted oral and poster presentations are expected to submit their full papers for the conference proceedings which will be published, after review and pending acceptance, with an individual DOI on a publicly accessible and searchable online database: <http://proceedings.ises.org/>.

All accepted submissions will be published with equal coverage in the conference proceedings. Complete submissions must be uploaded to the conference website by a deadline set and clearly communicated by the organizers and in accordance with the given requirements. Acceptance of the abstract does not guarantee acceptance of the paper for the conference proceedings. All full paper submissions must comply with the guidelines provided by the conference organizers and will be subject to a separate scientific review process. This review process includes the possibility of the paper being returned to the authors with a request for corrections/revisions, or being rejected. Such corrections/changes shall be returned by the deadline provided, otherwise the paper will be rejected. If a full paper is rejected during the proceedings review process, the registration fee will not be refunded. Further information on the review criteria can be found on the conference website.

#### **4. CONFIRMATION/ADMISSION**

A delegate's registration will not be valid until receipt and clearance of payment by the organizers. A letter of confirmation/payment receipt will be sent by email once the conference secretariat has received the fully completed registration form and the related payment. Attendees should present this confirmation/payment receipt at the registration counter to proof their registration and payment.

#### **VISA REQUIREMENTS**

It is the sole responsibility of the attendee to contact the nearest embassy or consulate for visa details and to allow sufficient time for the visa application procedure. Please note that the visa process might take several months.

### **INVITATION LETTER FOR VISA APPLICATION**

Delegates must have registered and paid the required conference fees before requesting an official Letter of Invitation. A digital version of the Letter of Invitation will be sent by email after the online registration together with the registration confirmation. If an original version of the Letter of Invitation is needed please contact [eurosun2022@conexio-pse.de](mailto:eurosun2022@conexio-pse.de) directly after your online conference registration. Please note that the EuroSun 2022 conference organizers will not be able to contact or intervene with any Embassy or Consulate office on behalf of a delegate.

The Letter of Invitation does not financially obligate the conference organizer in any way. All expenses incurred in relation to the conference are the sole responsibility of the attendee.

### **CERTIFICATE OF ATTENDANCE**

The Certificate of Attendance for regular delegates and students will only be available on-site at the registration desk and cannot be issued after the conference.

### **NAME BADGE**

All participants must check in on arrival at the conference and will receive their name badge then. The name badge is required for admittance to all conference sessions and events, including the coffee breaks and lunches. Each participant is asked to wear and clearly display the name badge at all times during the conference and the included social events in order to gain access. The name badge will contain first name, last name and university/institution/ company of the attendee.

## **5. CANCELLATION & SUBSTITUTIONS POLICY**

If the attendee cancels the registration up to 30 calendar days before the start of the event, we will not charge a cancellation fee. Return transfers of attendance fees that have already been paid are subject to a processing fee of €50 plus VAT. In the event of cancellation between 30 and 15 calendar days prior to the start of the event, we will charge a processing fee of €120 plus VAT. If attendees withdraw 14 calendar days or less prior to the start of the event, or in the event of non-attendance without withdrawal, the full attendance fee will be charged, unless evidence of a different amount of damages or expenses is provided. All cancellations must be made in writing – please see below. Admission to the event may be transferred to a substitute attendee at any time before the start of the event.

In general, no refund will be given for registrations for social events such as the conference dinner, or technical tours, but substitutions are welcome.

### **CANCELLATIONS**

Cancellations of the registration must be made in writing [eurosun@ises.org](mailto:eurosun@ises.org).

All refunds will be made after the conference and within four months. Any bank charges involved will be charged to the participant.

## **SUBSTITUTIONS AND CHANGE OF PRESENTER**

Substitutions are welcome at any time before start of the conference. If you wish to substitute a participant, please contact the conference secretariat at [eurosun2022@conexio-pse.de](mailto:eurosun2022@conexio-pse.de) at your earliest convenience. Substitutions prior to the conference are free of charge. After start of the first session, the ticket is non-transferrable.

A fee of 50 EUR (+ VAT, if applicable) will apply in case of a change of presenter after the author registration deadline on **01 August 2022**.

Credit will not be given for unattended events or early termination of attendance.

## **6. CANCELLATION OF THE CONGRESS**

If the conference cannot be held or is postponed due to events beyond the control of the conference 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 attendees for any damages, costs, or losses incurred, such as transportation costs, accommodation costs, financial losses, etc. Under these circumstances, the conference organizers reserve the right to either retain the entire registration fee or to reimburse the attendee after deducting costs already incurred for the organization of the conference and which could not be recovered from third parties.

## **7. DATA PROTECTION**

The personal information provided by the participants will be held on a database. Credit card information will NOT be stored in this database. The email addresses will be used to circulate the conference newsletter, last minute details and announcements of future conferences and will be handed on to the organizer of the next conference. The data of the participants will not be given to a third party not related to the conference. Participants who do not wish their email addresses to be used in the above described manner can ask the organizers to delete their personal information from the conference database at any time. For further details please see the [Data Protection Policy](#).

## **8. PHOTOGRAPHY/IMAGE AND SOUND RECORDINGS**

Please note that still photos, videos and/or sound will be recorded during the event, which may be published for the purposes of reporting, general public relations and advertising. If you do not consent to the creation and use of such recordings, please indicate this clearly.

Press photographers must obtain authorization from the conference host. Photographs and recordings of images and sound other than for private use are forbidden and must only be taken with the written consent of the conference host.

The organizer is entitled to have sessions, social events, stands and persons photographed and filmed during the conference and social events for publication in its own material or in the general press.

The organizers reserve the copyrights and all other rights to conference content, website content, databases and trademarks. The user is not allowed to copy content or make it available to third parties via the internet contrary to applicable copyright regulations.

## **9. LIABILITY**

The organizers shall only be liable for any property damage or financial loss for which the organizers are responsible – regardless of the legal reason – in the case of intent or gross negligence. Place of performance and jurisdiction is Kassel, Germany.

## **10. FULFILMENT AND JURISDICTION**

All contractual and legal relationships are subject to the exclusive application of the law of the Federal Republic of Germany, and in the event of any legal claims arising from either party, Kassel, Germany shall be the sole court of jurisdiction.

Conflicting terms of business formulated by the participant shall only become a part of the contract if the organizer specifically agrees to them in writing. All amendments or supplements to the terms of the contract must be made in writing.

## **11. SALVATORI CLAUSE**

If there is a determination of these Terms and Conditions to be ineffective or impracticable, then the validity of the remaining provisions shall in no way be affected. In such case the void and/or illegal provision shall be replaced by a valid provision which comes as close as possible to its intended effect and best coincides with the purposes of this contract.

## **12. SPECIAL REGULATIONS FOR ATTENDEES WITH REGARD TO THE COVID-19 PANDEMIC**

In addition to our regular participation and cancellation policy, the following special contractual provisions shall apply for the duration of the ongoing Covid-19 pandemic (hereinafter: Special Covid-19 Provisions). Insofar as these provisions differ in content from the regular participation and cancellation policy, the Special Covid-19 Provisions shall take precedence.

I. The organizers continue to adapt their protective measures for in-person events in accordance with the specifications and recommendations issued by the relevant authorities. The protective measures are created individually for the respective venue and are decisive for participation in the corresponding event.

Nevertheless, the conferences may not be able to take place after we have confirmed your registration, for example due to official orders issued to the event organizer or due to general restrictions of in-person events with a view to combating the Covid-19 pandemic (hereinafter: Covid-19 Restrictions). In this case, the organizers shall have the right to cancel the event and will then immediately send the confirmed attendees an email to inform them that the in-person conference cannot be held and has been canceled. Considering the permanent risk of in-person events needing to be canceled in light of the Covid-19 pandemic, we recommend that you always verify that the cancellation of travel services or accommodation at the venue can be canceled free of charge until shortly before the date of the event. If and insofar as you have nevertheless incurred costs for travel or accommodation with regard

to an in-person event canceled by the organizers, which you are ultimately obliged to bear (e.g. cancellation fees), you shall be liable for your own travel and accommodation costs in the case of cancellation of the conference, unless the event is not canceled due to a Covid-19 restriction (a cancellation shall not be deemed due to Covid-19 restrictions until the Covid-19 restrictions have made the event impossible or unreasonable to organize (e.g. through safety and protective measures that conflict with event itself)).

II. The organizers reserve the right to hold an online event to substitute the in-person conference. In this case, your registration for the canceled in-person event will then remain valid as registration for the online event that replaces it without any further action on your part. In this case, however, you shall have a special right to cancel your registration free of charge up to 5 business days before the start of the online event. In this case, the attendance fees that have already been paid will be refunded free of charge. If you do not cancel your attendance of the online event replacing the in-person event, you will be refunded the difference between the online ticket and the in-person ticket.

III. The organizers expressly reserve the right at any time to require a mandatory rapid test for coronavirus/Covid-19 infection at the entrance to the conference. The rapid test generally consists of a mouth swab, is not physically invasive and completely painless. The organizers reserve the right to have the rapid test performed in another non-invasive and painless way. As an alternative to the rapid test, participants shall have the right to present an appropriate certificate of health from a doctor or laboratory based in Germany, which is not older than 24 hours at the time of the start of the event.

Likewise, the organizers reserve the right to grant access to the conference only under the conditions of 2G (proof of complete vaccination and the additional waiting period of 14 days, or proof of recovery, which is not older than the time allowed by the current regulations) and to refuse access if the proof is not provided. Access under the conditions of 2G (alternatively 3G, i.e. vaccinated, recovered or tested) may be necessary for regulatory as well as economic-organizational reasons. The organizers will inform all participants already registered for the event of the applicable access restriction via e-mail. The organizers also reserve the right to require attendees to wear masks and/or to enforce mask requirements should they be legislated.

Under certain circumstances, only attendees who agree to undergo the test and whose test result comes back negative or who can provide evidence of the applicable entry restriction may be permitted to attend the conference. Attendees who either refuse to take the rapid test, who test positive for coronavirus/Covid-19 infection or who cannot provide the evidence requested will be denied access to the conference in order to protect the health of the other attendees.

Only attendees who have undergone the rapid test and tested positive for corona-virus/Covid-19 shall be eligible for a refund of the attendance fee, we will charge a processing fee of €50 plus VAT. Attendees who refuse to take the rapid test or who cannot provide valid proof of the 2G/3G regulation shall not be eligible for a refund of the attendance fee.

Attendees who refuse to take the rapid test, who test positive or who cannot provide the evidence requested shall not be eligible for any other reimbursements, such as a reimbursement of non-beneficial travel expenses.

Attendees' potential right to claim damages for a false positive test result (or other related rights) shall not be affected by this Section III. The above-mentioned rapid test procedure shall not affect your right to cancel your attendance of the in-person event and to claim a refund of the attendance fee if you have tested positive for coronavirus/Covid-19 elsewhere. Please inform us by submitting your test results no later than 12 hours before the start of the conference.

### **13. CHILD CARE**

The organizers of the EuroSun 2022 are offering child-care for participants who are attending the conference with their children. Child care can be booked through the registration process and must be paid in advance. It is available for children ages 6 months to 12 years. By law, all children attending a child care service in Germany must be vaccinated against measles (1 vaccination if older than one year, 2 vaccinations if older than two years). A proof of the child's vaccination must be presented on-site or access to the child-care will not be granted. No refunds will be offered if the vaccination proof is not provided. The child care does not include lunches for the children.

Cancellations can be accepted up to 6 weeks in advance of the start of the conference. Any cancellations for the child care received after 6 weeks before the conference will not be refunded.