

## Registration Information and Conditions 10th Anniversary CLEER Conference - EU external relations: Tackling global challenges?

6-7 December 2018

### Registration Procedure

1. To participate in the event, registration is mandatory. Registration can be made by completing the online registration form at: [www.asser.academy/register/CLEER10thanniversary](http://www.asser.academy/register/CLEER10thanniversary). An automatic confirmation e-mail including payment details will be sent to you upon receipt of registration.
2. The registration form constitutes a legally binding agreement. By submitting the completed registration form, the registrant declares to be in accordance with the requirements and provisions described therein.
3. The institute cannot be held responsible for the non-arrival of registration information. Should you not receive a confirmation of your registration within one hour after you have submitted the online form, please contact the conference manager at [conferencemanager@asser.nl](mailto:conferencemanager@asser.nl).

### Payment Conditions

1. There are three fee categories:
  - Early birds €100,- (expires on Sunday 21 October at 23:59)
  - (PhD) students: €100,-
  - Regular fee: €200,-
  - Individual members of the CLEER Network - Free
2. The full payment must be made within 10 working days after receipt of the automatic payment request.
3. Your participation in the 10th Anniversary CLEER Conference is only secured once the T.M.C. Asser Instituut has received your payment in full prior to the conference.
4. Payments by checks or bank drafts will not be accepted.

### Cancellations and Non-Attendance

1. Cancellations will only be accepted if submitted by e-mail to [conferencemanager@asser.nl](mailto:conferencemanager@asser.nl) one week prior to the conference (deadline: 29 November 2018). In case payment has already been made, the money will be refunded.
2. For cancellations after 29 November 2018 or non-attendance, for whatever reason, no refunds will be made.
3. The name of a registration can be changed without any charge.
4. Please note that while speakers and topics were confirmed at the time of publishing, circumstances beyond the control of the organisers may necessitate substitutions, alterations or cancellations in the programme.
5. The T.M.C Asser Instituut reserves the right to cancel *the 10th Anniversary CLEER Conference - EU external relations: Tackling global challenges?* In case such action is necessary, registrants will be informed at least two weeks before the starting date of the conference.
6. In the event that the T.M.C. Asser Instituut cancels *the 10th Anniversary CLEER Conference - EU external relations: Tackling global challenges?*, the full sum paid will be reimbursed.

### Liability

1. The T.M.C. Asser Instituut cannot be held liable for personal injuries or for loss and/or damage to the personal belongings of participants either during or as a result of the conference.