

**The 1st International Conference on  
TOWARDS A BETTER QUALITY OF LIFE**  
El Gouna, Red Sea Region – EGYPT, 18-20 Sep. 2017  
Housing & Building National Research Center (HBRC)  
Technische Universität Berlin Campus El Gouna (TUBCG)

## **TERMS AND CONDITIONS**

By agreeing to these Terms and Conditions you understand that you are registering to attend a conference managed by HBRC & TUBCG, and all fees associated with your registration and accommodation or event pass to the conference are payable in full as per HBRC, payment terms. You may register on behalf of others, however you are deemed to be liable for all associated fees for all the participants you register.

By registering and attending the conference each person acknowledges and agrees to the following restrictions as the criteria of being accepted to attend a conference.

### **Abstract and Full-Paper Submissions**

Abstracts and Full-Papers for the conferences are submitted to conference scientific committee. The committee's word is final. By submitting your abstract, you certify that you and the mentioned co-authors (if any) are the sole owners of the Intellectual Property Rights (IPR) of the submitted proposal and the research and results to which it refers.

### **Abuse Policy**

You agree that you will not cause harm to HBRC & TUBCG, or its Staff, volunteers, or Directors, or cause harm in the form of legal fees, claims and expenses arising from electronic communications or uploaded files. Inappropriate behavior will not be tolerated in the conference room or towards HBRC & TUBCG Staff. Neither will threats or abusive behavior. If such an incident occurs any people violating this policy will be asked to leave without any compensation against any fees that might have been paid.

### **Access Requirements**

Participants should advise of any special access requirements at the time of registration.

### **Child Attendance Policy**

To ensure everybody's enjoyment of the conference, children under 16 are not permitted in the conference hall or lecture rooms at any time. It is the parent's responsibility to put into place adequate child care before the conference commences. Anybody violating this policy will be asked to leave the session.

### **Copyright Declaration**

By registering and submitting the abstract, participants agree to certify that they and the mentioned co-authors (if any) are the sole owners of the Intellectual Property Rights (IPR) of the submitted paper and the research and results to which it refers. HBRC & TUBCG take no position or liability regarding the ownership, authenticity, validity or scope of any intellectual property rights or other rights that might be claimed to pertain to the submitted abstracts and full-papers.

All abstract and full paper submissions must go through the conference website submission form. Prior to submission, all participants need to register on this website. Conference Secretariat won't accept abstracts received by e-mail.

Authors must ensure that contents of any submission are original and not held by the copyright of any other publication.

It is assumed that the submission is approved by all authors and the concerned authorities where the work was carried out.

It is the author's responsibility that any submission does not contain libelous or unlawful statements or in any way infringe the rights of others.

### **Copyright Transfer and Warranties**

Note: If the paper was prepared as part of the writer's duties for his/her employer (a work for hire), this agreement must be signed by the employer as Author. If the paper was prepared by a government employee as part of his/her official duties, this agreement must be signed by the representative of related government entity, so the **COPYRIGHT TRANSFER AGREEMENT** must be downloaded from the conference website to be completed, signed, scanned and e-mailed back to the conference organizer.

### **Data Protection**

By submitting registration details, participants agree to allow HBRC & TUBCG to contact them regarding their services. Participants who do not wish to receive such communications can ask to be removed from our contact list.

### **Health & Safety**

A health and safety evaluation will be carried out pre-conference, however if you see any concerning issues we ask you report this to a member of HBRC & TUBCG.

### **Insurance**

It is the responsibility of all participants and speakers to arrange appropriate insurance cover in connection with their attendance at the conference. HBRC & TUBCG will not assume responsibility for loss, stolen or damage to participant's property.

HBRC & TUBCG do not assume responsibility for any medical expenses for participants. Please ensure that you have adequate insurance to cover health and travel for this period. Your insurance should also cover your inability to travel as HBRC & TUBCG will not be liable in the event that you have paid for travel you are unable to take.

### **Plenary & Invited Speakers**

Views expressed by speakers are their own. HBRC & TUBCG cannot accept liability for advice given, or views expressed, by any speaker at the conference or in any material provided to participants.

### **Speakers Presentations Terms & Conditions**

HBRC & TUBCG 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.

HBRC & TUBCG may audio and/or video tape the speaker's session and the recording may be reproduced and distributed as part of the overall conference materials. This allows delegates to acquire audio/video copies of presentations that they may have been unable to attend.

HBRC & TUBCG may reproduce copies of the speaker's presentation (eg. PowerPoint slides or

supporting handouts) on paper and/or electronically and these may be distributed 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.

### **Payments Accepted**

Payments can be done by Credit Cards, wire transfer, or manager's certified cheques. Personal cheques are not accepted at any time.

### **Photography & Filming**

Photography, Recordings and filming within the conference hall or lecture rooms is strictly forbidden without the express consent of HBRC & TUBCG. If such an incident occurs any people violating this policy will be asked to leave.

HBRC & TUBCG reserves the right to use videos and pictures taken at the Conference with your photograph and/or likeness in future marketing materials.

### **Soliciting at the Conference**

Soliciting products and/or Suit-casing is prohibited at the conference. We reserve the right to escort any individual outside the conference venue if they are reported to be soliciting.

### **Refunds & Cancellations Policy**

A cancellation fee will be charged and calculated according to the schedule below:

Cancellations occurring:

- On or before 28 Feb. 2017, will receive a full refund less an admin charge of 50 Euro
- After 28 Feb. 2017 and before 15 Apr. 2017, will receive a 50% refund
- On or after 15 Apr. 2017, no refund

Substitute participants will be accepted at any stage

### **Alterations to Program – Cancellation/Postponement of Event**

HBRC & TUBCG reserve the right to make alterations to the conference program, venue and timings. In the unlikely event of the program being cancelled by HBRC & TUBCG, a full refund will be made. Liability will be limited to the amount of the fee paid by the participant and without bearing any bank or transfer fees.

In the event of it being found necessary, for whatever reason, that the conference is being postponed or the dates being changed, the organizers shall not be liable for any expenditure, damage or loss incurred by the participant.

If by re-arrangement or postponement the event can take place, the booking between the participant and the organizers shall remain in force and will be subject to the Refunds & Cancellations Policy schedule.

### **Registration**

The registration fee has been calculated to encourage attendance for the entire conference. The registration fee will be charged regardless of the length of time an attendee is present. The registration fee does not include costs incurred by recreation, extra nights at the venue or the hotel, taxi fares, food/drink, mini bar, room fees, portage, medical bills, laundry, insurance, car rental, WiFi, parking or any other personal expenses. It also doesn't include any expense coverage for accompanied persons.

### **Registration Confirmation**

On completion of your registration form, a confirmation email will be sent to your nominated email address. Your registration will remain as 'Pending' until such time as the registration fee is received. Please note that only registered participants will have entry into the conference. Accompanying guests will have to register and separately pay registration fees in full. Unpaid guests may not be allowed to the conference in case fees were not paid prior to arrival.

### **Accommodation**

You will have to arrange your own accommodation. HBRC & TUBCG do not offer accommodation registration or booking.

You are required to secure your own travel arrangements.

### **Visas**

It is your responsibility to obtain an entry visa to Egypt if it is required.

HBRC & TUBCG will assist you by providing a letter to your email address. This will contain the details of your participation at the conference, the venue of the conference, and dates of the conference. This letter will not be sent by regular post.

### **Websites & Links**

HBRC & TUBCG and/or the conference websites may link to other websites and networking tools provided for the convenience of the users. The contents of these websites are maintained by their owners, for which HBRC & TUBCG bear no responsibility.

Neither can responsibility be taken for contents of any website linking to this website. Use of these sites is at your own risk and HBRC & TUBCG do not assume responsibility.

By attending a conference and filling in a feedback form, you agree that HBRC & TUBCG may use your feedback and opinions on the 'Testimonial' webpage of a HBRC & TUBCG websites.

### **Provisions**

- When we communicate with you, we will generally do so by email or via phone. You agree that email and phone communications are contractually binding.
- Nothing in this agreement or on our websites, or any website owned, operated, licensed or controlled by HBRC & TUBCG shall confer on any third party any benefit or obligation.
- No waiver by us, in exercising any right, power or provision in this agreement shall operate as a waiver of any other right or of that same right at a future time; nor shall any delay in exercise of any power or right be interpreted as a waiver.
- In the event of a dispute arising out of or in connection with these terms or any contract between you and us, then you agree to attempt to settle the dispute by engaging in good faith with us in a process of mediation before commencing arbitration or litigation.
- We are not liable for any breach of our obligations resulting from causes beyond our reasonable control.
- This agreement shall be governed by and construed in accordance with the law of Egypt, and all international governance is expressly excluded.
- You are deemed to have accepted these terms and conditions when you proceed with the registration process

-----The End -----