

GENERAL TERMS AND CONDITIONS OF BUSINESS OF THE AACHEN COLLOQUIUM CHINA CO., LTD.

1. Organizer

The Aachen Colloquium China is organized by Aachen Colloquium China Co., Ltd. (one company constituted under civil law).

2. Performances

The performances with regard to type and scope are rendered according to the description on the registration forms, which are applicable for the respective year, as well as the descriptions on the website and in the applicable program booklet. The registration for the Aachen Colloquium China contains neither the booking of a hotel room nor travel or transport for participants.

3. Scope of Performances

The event fees contain the entry to the exhibition and lectures on all event days, proceedings as a digital medium, drinks and snacks during the breaks as well as two lunches including drinks. The event fees also include the participation in the evening event, unless all spaces for the evening event have already been taken (see section 6). All event fees are including applicable VAT.

4. Registration and Registration Confirmation

The registration for the Aachen Colloquium China must be made in writing using the provided registration forms, which must be valid for the respective year. This means that registrations can be made either online at www.aachen-colloquium-china.com or <http://www.acc-china.net/> or using the PDF registration form, which is also available in a printed version. A separate form must be used for each participant. The organizer reserves the right to reject registrations, which were not made using one of the above forms. The registrations are considered in the order of their receipt date. Confirmation of a registration is sent to the email address, which was stated during the registration process. However, the registration shall only be regarded as completed after a registration confirmation has been sent by email and payment has been received by the organizer. The organizer reserves the right to deny access to the event to participants who have not paid their invoices in full (i.e. payment not received in the account of the organizer) prior to the beginning of the event. Any side agreements must be made in writing.

5. Payment Terms

The participant must pay the participation fee in full before the event. After receiving the full participation fee, the organizer shall issue an invoice and immediately mail it to the address specified on the registration form. Copies of invoices may be used as proof of attendance. Payment can be made by bank transfer or WeChat. If the participant makes the payment by bank transfer outside of China, the bank remittance expenses within and outside China arising therefrom shall be borne by himself/herself. If the participant pays the participation fee on site before the event, the invoice shall be issued and mailed to the address specified on the registration form after the event.

6. Participant Limitations

The organizer reserves the right to limit the maximum number of participants. The registrations are considered in the order of their receipt date. If the limit for the maximum number of participants has been reached, all other interested applicants, which can no longer be registered, will be notified. These applicants can apply to be put on a waiting list on written request. Successors shall be notified of the possibility of participation at short notice.

7. Image and Video Recordings

The participants agree that photographs and video recordings shall be made and published by the organizer. The right in one's own images shall thereby be assigned to the organizer for the course of the event. Any objections must be made in writing prior to the end of the event. Participants shall not be entitled to take photographs or make audio or video recordings during the event. In the event of any non-observance of the above, the organizer reserves the right to exclude participants from the event.

8. Insurance

In the event of an accident during the event the organizer's liability insurance will cover any damages. However, the above shall not apply if a participant has intentionally caused an accident. For accidents, which are caused on an exhibition stand or by parts of an exhibition stand, the respective exhibitor shall be liable exclusively. The organizer duty begins on den preparation day and finish on dissembling day basically.

9. Exhibition

For exhibitors, separate general terms and conditions of business shall apply. These terms and conditions can be viewed on the event website and requested from the organizer at any time.

10. Lecture Program

In exceptional circumstances the organizer reserves the right to change the program at short notice. The lecturers shall be solely responsible for the content of their lectures. The organizer shall not be liable.

11. Privacy

The organizer wishes to point out that the participant data is stored, secured and processed electronically in a file. The organizer uses this data for promotional purposes in connection with the Aachen Colloquium. If participants do not agree with such usage, they must object in writing. The data shall not be forwarded to third parties.

12. Cancellation by the Organizer

The entitlement to the implementation of the colloquium shall be void in the event of a force major event or other circumstances outside the organizer's control. In such events, except for a force major event, the organizer agrees to notify the participants of the cancellation of the event by email and to refund those participant fees, which have already been paid, to the full amount. However, refunds for individual lectures or sessions shall not be possible. Participant expenses shall only be reimbursed if the organizer is clearly at fault.

13. Cancellation by the Participant

If a participant is not able to attend the event, he shall notify the organizer immediately in written form before November 1st. In this case, fees which have already been paid, shall be reimbursed in full. In the event of a cancellation, the entitlement to receipt the proceedings shall become void. Participants shall not be entitled to reduction, retention or offset, unless these entitlements are undisputed and legally proven in writing.

In case a participant is prevented from participation due to illness and wants to rescind from the contract due to this reason, the participant shall submit a medical certificate to the organizer immediately, stating the absence due to illness for the entire duration of the event. In this case, the administrative charge shall become void and fees, which have already been paid, shall be reimbursed in full. In the event of a cancellation due to illness, the entitlement to receipt the proceedings shall become void.

If a participant is unable to travel due to the coronavirus pandemic based on associated official or legal prohibitions or restrictions, he/she may cancel his/her participation. In this case, the organizer will refund the participation fee to the participant. Further costs such as hotel and travel expenses will not be reimbursed by the organizer.

14. Adaption of event format

If the organizer decides to hold the event as a digital event in connection with the coronavirus pandemic and associated official or statutory bans or restrictions, to protect the health of employees, participants, exhibitors or other event participants, it shall inform the participant of this without delay and at the same time notify him/her of the new scope of services and the adjusted participation fee. In this case, the participant shall have a special right of termination, which he/she must exercise within 14 days of receipt of the notification from the organizer or, if less than 14 days remain from the notification from the organizer until the start of the event. If the participant does not exercise the special right of termination in text form (e.g. e-mail, letter) in due time, the contractual relationship shall continue to exist with the changed conditions. If the participant has already paid his/her participation fee, the organizer will refund any difference to the adjusted participation fee. The organizer is also entitled to the above right if the legal or official requirements in connection with the coronavirus pandemic, which are linked to the implementation of the event, involve disproportionate effort or are incompatible with the character of the event. In this case, the above shall apply. The participant shall not be entitled to any claims for expenses or damages as a result of exercising his special right of termination or holding the event as a digital event instead of a face-to-face event.

15. Rebooking by the Participant

If they are unable to attend the event, participants shall be entitled to nominate a replacement participant free of charge. If the replacement participant does not fulfill the same conditions as the original participant, for example if he is not entitled to a discount, which was granted to the original participant, the difference shall be paid immediately. Changes of participants shall be submitted in writing prior to the beginning of the event and include all personal data. The official registration form must not be used for the notice of change.

16. Proceedings

The proceedings shall only be handed out on site. If the participant is not on site in order to receive these documents, they can be sent to him by mail on written request after all unpaid invoices have been paid. The organizer reserves the exclusive rights to the proceedings. They must not be reproduced, digitalized, published, distributed, provided for downloading, used for other events or provided to third parties without the explicit written permission of the organizer. Licenses for the in-house distribution can be applied for in writing from the organizer.

17. Additional Social Events

The additional social events are available to conference participants and accompanying persons. The costs of these events are not included in the participant fees but must be paid separately. In the event of a cancellation the same conditions as for the cancellation of a conference participation shall apply (see section 13).

18. Court of Law and applicable Law

The contractual relationship shall exclusively be subject to Chinese law and exclude any provisions of the international private law. Beijing Arbitration Commission shall be the place of jurisdiction.

GENERAL INFORMATION BY THE AACHEN COLLOQUIUM CHINA CO., LTD.

1. Registration

Due to a possible limitation of the number of participants and limited capacity of the event hall at the banquet, the organizer recommends that participants register early.

2. Conference Language

The lectures will be interpreted simultaneously into Chinese and English. Headphones for simultaneous interpreting will be provided at no extra cost. The proceedings will be published in English only.

3. Event Office

The opening hours of the event office will be published online.

4. Hotel

The registration for the Aachen Colloquium China does not contain any booking of hotel rooms. Every participant is responsible for booking his own accommodation. Due to limited allocations of reserved rooms for the event the organizer recommend that you book early. The organizer expressly points out that hotel bookings immediately before the event may be charged at higher prices. Participants are not entitled to special conditions or free room allocations.

5. Travel

Participants of Aachen Colloquium China are responsible for their own travel arrangements.

6. Registration Process

- 1) Register in writing (online)
- 2) Receive the confirmation
- 3) Wait for the payment request and pay
- 4) Registration is completed after receipt of payment
- 5) Collect your documents on site

7. Delayed Payment

According to our general terms and conditions of business the participant fees must have been paid in full and received in the organizer's account at the beginning of the event (see terms and conditions section 5). If you are unable to comply with these conditions please contact the organizer immediately.

8. Ordering Proceedings

Licenses for individual usage or in-house provision of proceedings and individual articles can be ordered from the organizing team in writing.