

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

### 北京亚琛会议有限公司一般商业条款和条件

#### 1. Organizer

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

主办方

中国亚琛年会由北京亚琛会议有限公司（依法成立的公司）主办。

#### 2. Services

The type and scope of services is rendered according to the description on the registration form, which is applicable for the respective year, as well as the descriptions on the website and in the applicable program booklet.

服务

服务类型及范围以当年注册登记表，官方网站和会议手册上的说明为准。

#### 3. Conference Fees

The conference fees contain the access to the conference on all event days as well as the proceedings. All fees are including applicable VAT.

费用说明

参会费用包含所有活动日的会议入场费和相关资料费。所有费用均含增值税。

#### 4. Registration and Registration Confirmation

The registration for the Aachen Colloquium China must be made in writing using the provided registration form, which is valid for the respective year. This means that registrations can be made online at [www.aachen-colloquium-china.com](http://www.aachen-colloquium-china.com). A separate form must be used for each participant. The organizer reserves the right to reject registrations, which were not made using above form. 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.

注册及信息确认

参加中国亚琛年会须使用主办方所提供的仅适用于该年度的注册表，登录官网 [www.aachen-colloquium-china.com](http://www.aachen-colloquium-china.com)，以书面形式，按一人一表进行注册。对于未按要求进行的注册，主办方有权拒绝。注册确认信将以邮件形式，由主办方按照后台显示注册提交的先后顺序，按报名者所填写的邮箱地址发送。只有在注册人收到注册确认邮件并按照邮件提示完成付款后，注册才视为完成。活动开始前，未全额支付费用的参与者（即主办方账户未收到付款），主办方有权拒绝其入场。任何附带协议必须以书面形式作出。

## 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 for 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.

付款方式

参会人须在活动前全额支付会议费用。在收到全额会费后，主办方应开具发票并立即邮寄到注册表上指定的地址。发票复印件可作为参会证明。可以通过银行转账或微信支付。若参会者由境外汇款，由此产生的中国境内外银行汇款费用由参会者自行承担。

## 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.

参会人数限制

主办方保留限制参会人数上限的权利。根据注册申请的提交顺序，若达到了参会人数上限，其他感兴趣但又无法注册的申请人将收到主办方发出的通知。此外，无法进行注册的申请者可通过书面申请列入候补名单并在短时期内被告知参会的可能性。

## 7. Image and Video Recordings

The participants agree that photographs and video recordings shall be made and published by the organizer, who owns the property rights. 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.

图片及视频采集提示

参会人员同意本人照片、录像由主办方制作和发布。在活动过程中，个人肖像权应授权给主办方。如有异议，必须在活动结束后前以书面形式向主办方提出。参会人员无权在活动期间拍照、录音或录像。若有任何不遵守上述规定的情况，主办方保留要求参会人员退出活动的权利。

## 8. Exhibition and Sponsoring

For exhibitors/sponsors, 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.

参展及赞助

对于参展商/赞助商，应适用单独的一般商业条款和条件。这些条款和条件可在官网查看，也可联系主办方获取。

## 9. 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.

演讲内容

在特殊情况下，主办方保留在短时间内改变计划的权利。演讲者应对其演讲的内容负全责。组织者不承担任何责任。

## 10. 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.

隐私

参会者提交的资料是以电子方式储存、保护和处理的。主办方将这些数据用于与亚琛年会相关的宣传目的。若参会者有异议，请以书面形式提出。这些数据不会被透露给第三方。

## 11. Cancellation by the Organizer

The organizer is entitled to cancel the event for reasons for which neither it nor the participant is responsible, such as the absence of speakers due to illness or cases of force majeure as well as official or legal prohibitions or restrictions in connection with the coronavirus pandemic. Furthermore, the organizer reserves the right to cancel a lecture or a session without substitution in case of a speaker's absence due to illness. Refunds for individual lectures or sessions shall not be possible.

主办方取消会议

主办方有权取消活动，如出于参与各方都无需担责的原因，譬如演讲者因病缺席、遭遇不可抗力以及与新冠疫情相关的官方或法律规定限制等情形。此外，在演讲者因病缺席的情况下，主办方保留不作人员替换、取消相关讲座或讨论会的权利。对个别讲座或讨论会的取消不予退款赔偿。

## 12. 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. 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.

如果参会人员无法参加会议，其应在11月1日前立即以书面形式通知主办方，该情况下，其已支付的费用应全额退还。如取消，则无权收到会议文件。如果参会人员因病无法参加会议，并希望因此解除合同，参会人员应立即向主办方提交一份医疗证明，证明其在整个活动期间因病缺席。在该情况下，已经支付的会费将全额退还。在因病取消的情况下，无权索要会议文件。

Participants are not entitled to a reduction, retention or set-off, unless these claims are undisputed and legally binding in writing.

参会人员不得享有减少、保留或抵消的权利，除非这些权利是无可争议的，并以书面形式合法证明。

### **13. Rebooking by the Participant**

If 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.

参会人员调整

如果无法参加活动，参会人员有权免费提名替代人员。如果替代参会人员未满足与原始参会人员相同的条件，例如，如果其无权获得授予原始参会人员的折扣，则应立即支付差额。参会人员的变更应在活动开始前以书面形式提交，并应包含所有个人资料。官方注册表不得用于变更通知。

### **14. Proceedings**

The proceedings will be available online 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.

会议资料

会议资料可于全额支付参会费用后从官方网站获取。主办方保留对会议资料的独家权利。未经主办方明确的书面许可，不得复制、数字化、出版、分发、提供下载、用于其他活动或提供给第三方。内部发行许可需向主办方书面申请。

### **15. 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.

法院和适用法律

本合同关系只适用于中国法律，不适用于国际私法的任何规定。管辖地为北京仲裁委员会。

**GENERAL INFORMATION BY THE AACHEN COLLOQUIUM CHINA CO., LTD.**  
北京亚琛会议有限公司的一般信息

**1. Registration**

Due to a possible limitation of the number of participants, the organizer recommends that participants register early.

注册

由于参会人数有限，我们建议参会人员提前注册。

**2. Conference Language**

The lectures will be interpreted simultaneously into Chinese and English. The proceedings will be published in English only.

会议语言

演讲提供中英同声传译服务，届时按需切换中英文频道即可。会议免费提供同声传译耳机（需提供身份证领取）。会议文件只提供英文版。

**3. 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

注册流程

- 1) 在线注册
- 2) 接收注册确认函
- 3) 等候付款
- 4) 接收付款确认函，注册完成

**4. 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.

延迟付款

根据我方的一般业务条款和条件，参会人员费用必须在活动开始前全额支付并到达主办方账户中（见条款和条件第5条）。如果您无法遵守这些条件，请立即联系主办方。

**5. Ordering Proceedings**

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

会议资料订阅

可以向主办方以书面形式订购个人或供企业内部使用的会议文件许可。