

## TERMS & CONDITIONS BACK CONTACT WORKSHOP 2015

### 1. TYPE OF EVENT, LOCATION, HOST etc.

These General Terms and Conditions are valid for each attendee registered for the 7<sup>th</sup> Workshop on Back Contact Solar Cell and Module Technology 2015 (BC Workshop 2015), November 04-05, 2015 in Freiburg, Germany (hereafter referred to as "workshop").

Location: ETAGE Conference Center, *1st floor of the Solar Info Center*, Emmy-Noether-Str. 2, 79110 Freiburg, Germany, [www.etage-freiburg.de](http://www.etage-freiburg.de), [www.sic-freiburg.de](http://www.sic-freiburg.de).

Workshop host and responsible organizer: Fraunhofer Institute for Solar Energy Systems ISE, Heidenhofstr. 2, 79110 Freiburg, Germany, [www.ise.fraunhofer.de](http://www.ise.fraunhofer.de).

Encashment, workshop secretariat and organization: PSE AG, Emmy-Noether-Str. 2, 79110 Freiburg, Germany, [www.pse.de](http://www.pse.de).

### 2. PROGRAM AND SOCIAL PROGRAM

The program is published on the workshop website [www.backcontact-workshop.com](http://www.backcontact-workshop.com). Attendance at the dinner on the eve of the conference is included in the registration fee.

PSE AG and Fraunhofer ISE cannot assume liability for any changes in the program due to external and unforeseen circumstances such as but not limited to cancellation of speakers, delay of means of travel, etc. and reserves the right to cancel, postpone, relocate 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

#### WORKSHOP REGISTRATION

The online registration for the BC Workshop 2015 is available on [www.backcontact-workshop.com](http://www.backcontact-workshop.com). The registration deadlines are as follows (may be subject to change):

- Early bird registration deadline: September 30, 2015
- Online registration deadline: October 30, 2015 (subject to availability)
- Late / On-site registration: at the registration counter during the workshop (subject to availability).

The registration will only be valid upon receipt of full payment.

CAPACITY is limited! Registrations will be handled on a first come, first serve basis. If the maximum attendee capacity is reached, the organizers reserve the right to refuse further registrations.

### 4. PAYMENT

The whole payment procedure will be managed by PSE AG. The online encashment is realized in cooperation with a bank security system company (B+S Card Service GmbH) and the security systems "Verified by Visa" (VbV) and "MasterCard Secure Code" (MSC). PAYMENT is required at the time of registration and should be made in Euro only.

Payment is possible by credit card (Visa, Master Card, Amex Card): Attendees should complete the relevant section of the online registration form. Confirmation of workshop fee and social program will be forwarded after acceptance of payment by the credit card company. The workshop fee and additional services are subject to 19%

German VAT. Should VAT rates increase, the fee and prices quoted will be subject to adjustments without prior notice.

ON-SITE REGISTRATION: Payment must be made using a credit card or cash. The participant will receive confirmation of his/her online registration by e-mail with the invoice attached. If no confirmation is received within 48 hours, please contact [info@backcontact-workshop.com](mailto:info@backcontact-workshop.com).

Each regular registration (full tickets for both conference days) for the workshop includes:

- Access to all workshop sessions,
- Workshop materials:
  - the printed workshop program,
  - access to homepage for all sessions (as .pdf), after the workshop
- Meals and refreshments:
  - the daily coffee breaks and lunches at the workshop
  - the conference dinner on November 04

Accommodation costs are not included in the workshop fee, and attendees are responsible for making their own lodging arrangements. An online hotel reservation form is provided on the Back Contact Workshop 2015 website, [www.backcontact-workshop.com](http://www.backcontact-workshop.com).

## 5. CONFIRMATION/ADMISSION

**A delegate's registration will not be valid until receipt and clearance of payment by the Back Contact Workshop 2015 secretariat.**

A Letter of Confirmation/payment receipt will be sent by email once the workshop 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 German 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 workshop fees before requesting an official Letter of Invitation. All requests should be sent in due time by e-mail to [info@backcontact-workshop.com](mailto:info@backcontact-workshop.com). Please note that the Back Contact Workshop 2015 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 workshop organizers in any way. All expenses incurred in relation to the workshop are the sole responsibility of the attendee.

### CERTIFICATE OF ATTENDANCE

The Certificate of Attendance for regular delegates and students will only be available on request on-site and cannot be issued after the workshop.

### NAME BADGE

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

## 6. CANCELLATION POLICY

Registered workshop participants who cannot attend the workshop will be refunded as follows:

- Receipt of cancellation by August 29, 2015: Refund of 50% of the workshop fee minus 30 € handling fee.
- Receipt of cancellation by September 25, 2015: Refund of 25 % of the workshop fee minus 30 € handling fee.
- No refund can be accepted after September 25, 2015.

Substitutions are welcome at any time before start of the workshop. If you wish to substitute a participant, please contact the Back Contact Workshop 2015 secretariat at your earliest convenience. Substitutions on the first day of the conference before start of the first session are possible but subject to a handling fee of 20 €. After start of the first session, the ticket is non-transferrable.

Credit will not be given for unattended events or early termination of attendance. Cancellations of the registration have to be made in writing to the workshop secretariat at PSE AG, Emmy-Noether-Str. 2, 79110 Freiburg, Germany, [info@backcontact-workshop.com](mailto:info@backcontact-workshop.com). All refunds will be made after the workshop and within four months. Any bank charges involved will be charged to the participant.

## **7. CANCELLATION OF THE WORKSHOP**

If the workshop cannot be held or is postponed due to events beyond the control of the workshop organizers (force majeure, such as but not limited to a war, strike, riot, crime, flooding, earthquake, or volcanic eruption) or due to events which are not attributable to wrongful intent or gross negligence of the workshop organizers, the workshop organizers cannot be held liable by attendees for any damages (whether direct or indirect), costs, or losses incurred, including but not limited to transportation costs, accommodation costs, financial losses, loss of profit, etc. Under these circumstances, the workshop 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 workshop and which could not be recovered from third parties.

## **8. 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 Back Contact Workshop 2015 newsletter, last minute details and announcement of future Back Contact Workshops and will be handed on to the organizer of the next Back Contact Workshop. The data of the participants will not be given to a third party not related to the Back Contact Workshop. Participants who do not wish their email addresses to be used in the above described manner can ask PSE AG anytime to delete their personal information from the workshop database.

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

Press photographers must obtain authorization from the workshop 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 workshop host. The organizer is entitled to have sessions and stands photographed, drawn and filmed for publication in its own material or in the general press.

## **10. LIABILITY**

The workshop host and organizers shall be held liable in the framework of a duty of care as a respectable businessman according to statutory provisions. The workshop host and organizers shall be liable regardless of the legal nature of the claim only in relation to wilful acts or gross negligence. The workshop host's and organizer's liability is limited to the compensation of the direct damage; any liability for consequential damage is excluded. In cases of personal injury, this limitation of liability shall not apply, instead statutory regulations shall apply. The liability of commissioned service providers shall remain unaffected by this. The attendee shall take part in the workshop at his/her own risk. Verbal agreements shall not be binding if these have not been confirmed in writing by the workshop organizers.

The organizer shall not be liable for personal property the attendee leaves unattended at any time during the workshop. The attendees acknowledge the character of the workshop as public event. The liability of the organizer for damage or loss of property therefore is restricted to wilful intent and gross negligence.

## **11. FULFILMENT AND JURISDICTION**

The place of performance and jurisdiction will be Freiburg, Germany. 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, Freiburg, 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.

## **12. 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.