

## **Participant Information Sheet**

### **ALIS 2024**

#### **A. Definitions**

For the purposes of this Participant Information Sheet:

- "Congress" shall mean the ALIS Congress to be held at Acibadem University on May 17-18-19, 2024;
- "Congress Team" shall mean the team organizing the ALIS Congress to be held at Acibadem University on May 17-18-19, 2024;
- "Congress Participant" shall mean individuals whose applications have been accepted to attend the ALIS Congress to be held at Acibadem University on May 17-18-19, 2024.

#### **B. Refund Policy:**

##### **1. Refund Policy for Congress Participant Fees:**

In case the congress participant cancels their ticket:

- More than 60 days prior to the congress date, 50% of the paid fee will be refunded.
- Between 30 and 60 days prior to the congress date, 20% of the paid fee will be refunded.
- Less than 30 days prior to the congress date, no refund will be issued.

##### **2. Refund Request:**

Refund requests should be submitted to the email address [info@aliscongress.org](mailto:info@aliscongress.org).

### **3. Refund Process:**

- Approved refund requests will be transferred to the bank account specified by the participant via email.
- Refund transactions will be collectively processed on Thursday, May 2, 2024.
- Any fee or financial burden (Swift fee etc.) caused by the refund transaction will be at participant's expense.

### **4. Cancelled Event:**

- In the event that the congress is cancelled for reasons other than Force Majeure, the full amount of fees paid by participants will be refunded.
  - Force Majeure shall mean events that are beyond the control of the Congress, which wholly or partially prevent or delay the performance of its contractual obligations, and are unavoidable or unforeseeable, and may include (but not limited to) the following events:
    - Fire, war (the actual involvement of the country in war), epidemics, renovations, construction, floods, earthquakes, revolution, and similar events.
- In the event of cancellation, the Congress Team will not assume any liability, therefore, the reimbursement of other expenses incurred by participants is not the responsibility of the Congress Team.

### **C. Payment Method:**

- The Congress Participant must make the payment of the congress participation fee to the specified bank account of Acibadem Mehmet Ali Aydinlar University, as announced on the congress website, via bank transfer.
- To ensure acceptance of the payment, the participant must include "ALIS - \*participant name surname\* - \*package name\*" in the description of the bank transfer.
- The Congress Team reserves the right to reject applications that are not properly submitted.
- The Congress Team won't be responsible for any transaction fee caused by participant's payment.

### **D. Gala and Accommodation**

- The Congress Team has the right to randomly assign the person or persons with whom congress participants will share their accommodations during the congress.
- The Congress Participant is personally responsible for covering the expenses of any damage caused during their stay at Istanbul Marriott Hotel Asia.
- In the event that the Congress Participant causes damage to Adile Sultan Palace, they are personally liable for covering the resulting damages.
- The Congress Participant is personally responsible for covering the expenses of any damage caused during their return shuttle service from Adile Sultan Palace to Acibadem University or Istanbul Marriott Hotel Asia.

### **E. Simultaneous Translation Service**

- In case of any damage or loss to the headphones and devices provided for simultaneous interpretation, the cost will be borne by the participant.

*This information text secures the agreement between the Steering Committee of A Look Into Science 2024 and the participant filling in the relevant form. By completing the relevant form, you agree to this text.*

*ALIS 2024 Executive Board*

