

## **Participant Information Form**

### **ALIS 2025**

#### **A. Definitions**

For the purposes of this Participant Information Text:

- "Congress" shall mean the ALIS Congress to be held at Acibadem University on May 16-17-18, 2025;
- "Congress Team" shall mean the team organizing the ALIS Congress to be held at Acibadem University on May 16-17-18, 2025;
- "Congress Participant" shall mean individuals whose applications have been accepted to attend the ALIS Congress to be held at Acibadem University on May 16-17-18, 2025.

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

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

In case the congress participant cancels their ticket:

- i. More than 40 days prior to the congress date, 50% of the paid fee will be refunded.
- ii. Between 25 and 40 days prior to the congress date, 20% of the paid fee will be refunded.
- iii. Less than 40 days prior to the congress date, no refund will be issued.

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

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

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

- 3.1. Approved refund requests will be transferred to the bank account specified by the participant via email.
- 3.2.. Refund transactions will be collectively processed on Thursday, May 8, 2025.
- 3.3. 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.

- 4.1. 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.
- 4.2. 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.
- The Congress Participants might also use the online payment gateway of Acibadem Mehmet Ali Aydinlar University to make the payment for congress by credit or debit card. Participants will be informed about how they can use online payment gateway by email and website address of the congress.

### **D. Gala and Accomodation**

- 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 Selectum City Ataşehir.
- In the event that the Congress Participant causes damage to Portaxe, 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 Portaxe to Acibadem University or Selectum City Ataşehir.
- The Congress Participant approves that the images taken during the Gala may be used for promotional purposes.

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

- In case of any damage to or loss of the headphones and devices provided for simultaneous translation, the participant will be responsible for covering the cost.

*This information sheet secures the agreement between the participant filling out the relevant form and the A Look Into Science 2025 Executive Board. By completing the form, you are deemed to have accepted this statement.*

*ALIS 2025 Executive Borad*

