



Terms and conditions STR Conference 7-8 November 2016

The Institute of Security and Global Affairs of Leiden University, hereafter referred to as ISGA, organizes the 10th annual international Society for Terrorism Research (STR) conference from 7-8 November 2016 in The Hague, the Netherlands.

Registration is mandatory for all conference participants, whether they are presenting or attending. Please read these terms and conditions carefully. Questions may be directed to: STR2016@fgga.leidenuniv.nl.

A. Registration agreement, registration process and payment methods

1. By registering for the STR Conference, the participant agrees to be bound by, and comply with, these terms and conditions.
2. The Conference Registration form constitutes a legally binding agreement.
3. Registration entitles the named delegate to attend the conference as outlined on the 2016 conference website.
4. Proof of status is required for all delegates claiming a preferential rate. They may be refused entry to the conference if they are unable to provide this when asked for.
5. Proof of identity may be requested of all conference attendees.
6. Registrants will be able to select the Early Bird registration fee (EU€200) up until 18:00 GMT September 1, 2016. If payment has not been received and confirmed by the STR Conference Committee by 18:00 GMT September 1, 2016, registrants will be charged the standard conference fee (EU€250). This applies to registrants using iDEAL (Dutch registrants only) and credit card payments that are incomplete for any reason.
7. The fee can be paid by credit card or iDEAL (Dutch registrants only). Cash payments are not accepted.
8. Conference registrations will not be confirmed until the completed registration form and the payment in full is received and processed by the STR Conference Committee. Access to the conference will not be permitted if full payment has not been received.
9. If your registration is accepted, a confirmation email will be sent to you.

10. Registrants should obtain confirmation from the STR Conference Committee before making travel arrangements.
11. Accommodation costs are not included in the conference registration fee. Attendees are responsible for their own visa costs, travel expenses and their own lodging arrangements.
12. Capacity is limited to 200 attendees. Registrations will be handled on a first-come, first-served basis.

B. Cancellation policy

1. A cancellation must be made in writing by sending an email to: STR2016@fgga.leidenuniv.nl.
2. Any delegate wishing to cancel their registration must notify the organizers before September 30, 2016 at the latest. After this date, we will not be able to refund your registration fee.
3. When you cancel your registration you will receive a full refund, minus a €50 administration fee, up to September 30, 2016. After this date, we will not be able to refund your registration fee.
4. Non-arrivals are liable for the full fee.
5. The STR Conference Committee reserves the right to change the conference fees at any time. This does not apply to those participants who already paid the early bird or regular fee.
6. Substitutions may be made at any time. If you wish to substitute a participant, please contact the STR Conference Committee at the earliest opportunity.
7. In the event of fire, flood or without limit other causes that the STR Conference Committee reasonably believes to be substantial or that are beyond the control of the committee, the STR Conference Committee reserves the right to change the times, dates and the venue of the conference, without incurring any liability whatsoever to the participants.

C. STR Conference program

1. The conference program is subject to change.
2. Any major changes to the conference plans occurring less than 5 working days before the date that the conference begins will be sent to the delegates by email. Any major changes prior to

E. Personal information

1. Please note that participants' contact details will be stored in the ISGA database, which will only be used by ISGA. ISGA does not record or store credit card information.
2. A list of all attendees, their affiliation institutions and email addresses will be included in the delegate packs, unless attendees specifically request otherwise.
3. The email addresses will also be used to circulate last minute details and announcements of future STR events.
4. If you would like your record to be deleted after the conference, please notify the STR Conference Committee by email (STR2016@fgga.leidenuniv.nl).

F. Personal property and insurance

1. ISGA and the STR Conference Committee cannot accept any liability for personal injuries or for loss or damage to property belonging to the delegates, either during, or as a result of conference attendance. Please check the validity of your own personal insurance before travelling.
2. Participants are responsible for taking out appropriate insurance coverage in connection with their attendance at the STR Conference. When the participant is travelling from outside the host country, appropriate travel insurance should be purchased independently and in advance of any travel or travel bookings.
3. Participants are required to have health insurance to cover any medical costs they may incur during their stay. Neither ISGA nor the STR Conference Committee will cover any of these costs. Attendees of the STR Conference are strongly advised to take out a health insurance policy before arriving in the Netherlands.

*The above-mentioned terms and conditions are subject to change without any prior notice.