

## **Terms and conditions STR Conference 14-15 August 2017**

The Center for Global Affairs at New York University's School of Professional Studies, hereafter referred to as NYU-SPS, organizes the 11<sup>th</sup> annual international Society for Terrorism Research (STR) conference from 14-15 August 2017 in New York City.

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: [str2017nyc@gmail.com](mailto:str2017nyc@gmail.com)

### **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 2017 conference website.
4. Proof of status is required for all delegates claiming a postgraduate 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 (US\$280) up until 18:00 GMT June 15, 2017. If payment has not been received and confirmed by the STR Conference Committee by 18:00 GMT June 15, 2017, registrants will be charged the standard conference fee (\$350).
7. The fee must be paid by credit card via the conference registration website.
8. Conference registrations will be confirmed via the registration website and email once the completed registration form and the payment in full is received and processed. Access to the conference will not be permitted if full payment has not been received.
9. Registrants should obtain confirmation of registration before making travel arrangements.
10. 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.
11. Capacity is limited to 300 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: [str2017nyc@gmail.com](mailto:str2017nyc@gmail.com)
2. Any delegate wishing to cancel their registration must notify the organizers before July 15, 2017 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 \$60 administration fee, up to July 15, 2017. 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 that date and any other changes will be deemed to have been communicated to the delegates if placed on the conference website.
3. Where major or significant changes occur shortly before the conference date, the organizers will endeavor to take reasonable steps to notify the delegates using the contact details supplied by them. However, any such changes and any other changes will be deemed to have been sufficiently notified to the delegates if placed on the conference website and social media (Twitter and/or Facebook). It is the delegates' responsibility to remain apprised of updates about the conference by frequently visiting relevant webpages and Twitter feeds.

4. No recording, videotaping or photographing of the conference proceedings by any means is permitted without prior agreement in writing from the conference organizers and any recording, video or photographs made without such permission shall be deemed to be the property of the organizers. This shall not be interpreted as preventing delegates from making reasonable records of the conference and their participation in it for academic, business and social reference, but any publication of such materials other than for the purposes of providing feedback to their employers or sharing knowledge with colleagues, shall be covered.
5. All social events and workshops have a limited capacity. Please ensure you submit your registration in time to prevent any inconvenience.

#### **D. Proposals for papers**

1. By submitting a paper proposal you certify that the attached document is your original work. No other person's work has been used without due acknowledgement in the text of this document.
2. All papers will be reviewed by our STR Conference Committee. No enquiries can be made about the result.
3. Selected papers are only presented by the author himself/herself or his/her co-authors. Please let us know in due time about these details.
4. Deadlines for the papers for the STR Conference are as follows. Please remember that papers submitted by email after the paper deadline will not be reviewed for submission:
  - Papers/Symposia 15 May 2017
  - Notification of acceptance 31 May 2017
  - Early Bird Conference Payment 15 June 2017

#### **E. Personal information**

1. Please note that participants' contact details will be stored in a NYU-SPS database, which will only be used by NYU-SPS. NYU-SPS 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 (str2017nyc@gmail.com).

#### **F. Personal property and insurance**

1. NYU-SPS 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 NYU-SPS nor the STR Conference Committee will cover any of these costs.

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