

# **24th Annual EARMA Conference**

*The Square, Brussels, April 16<sup>th</sup> - 18<sup>th</sup> 2018*

Co-hosted with NCURA Region VIII (International Region)

## *Building and Sustaining Excellent Research Support*

### **Topic submission Terms and Conditions**

- Prospective speakers are responsible for submitting their own personal details and their topic details on the Exordo submission system.
- All prospective speakers will be mentioned in the original submission. No speakers will be added removed or replaced with the consent of the EARMA ACPC must give approval and have the option to cancel the presentation. It must be clear to speakers invited by other speakers that they are not invited by EARMA and have no rights to discounts or reimbursements.
- Topics and Speakers will be judged only on the basis of the information provided in Exordo at submission time.
- Successful Topic and Speaker details provided at submission stage will be used for publication in the conference programme.
- Changes to topics and speakers submitted cannot be made after the submission deadline.

Confirmed Speakers must register for the conference before the close of the early bird rate deadline (EBRD). Any speaker not registered by the EBRD will be removed from the conference programme and replaced by another speaker. Confirmed speakers who register in time but don't pay the conference fee may be removed at a later time.

- The EARMA conference is a forum for peers and stakeholders. No reimbursement or discounts are offered to those peers, stakeholders or any other person applying for a presentation or opportunity to speak in this call.

- In exceptional cases, the Annual Conference Programme Committee (ACPC) reserve the right to make changes to topics and speakers for reasons of clarity or to enhance the quality of a topic.
- Speakers agree that their presentation can be shared with the conference attendants and EARMA community at EARMA's discretion. Content presented at the EARMA conference is public by default and can under no circumstance be considered classified, confidential or restricted in any way.
- Speakers must be present during the entire duration of the main conference 17<sup>th</sup> and 18<sup>th</sup> April 2018 and cannot request a particular time for their presentation.
- Speakers turning in their presentation late or turning up late for their presentation may be denied the opportunity to speak at the discretion of the relevant chair or EARMA representative
- Speakers trying to sell or promote commercial products or services outside of the regular sponsor and exhibitor structure of the conference are liable to litigation. In case of doubt please contact the EARMA ACPC. Please note that this doesn't mean that representatives of companies, consultants or other for profit business representatives are banned from speaking. These persons are welcome to present but not to sell or promote their products or services while speaking. Any sponsored session are part of the regular sponsor and exhibitor structure and may proceed in accordance with their contract and arrangements with EARMA.
- EARMA will keep your details on file for the purpose of the conference. It will not be shared with third parties not involved in the conference.

Declaration: I have read the guidance for proposers and accept these Terms and Conditions  
Yes/ No