



# Topic submission Terms and Conditions

EARMA 27th Annual Conference, Prague 2021

**Author(s)**  
EARMA

**14.07.2020**

**Recipient(s)**  
EARMA Conference Topic Proposers

# 27th Annual EARMA Conference

*“New world, new programmes, new challenges”*

*Prague, 28-30 April 2021*

## Speaker and Topic Submission Terms and Conditions

- Prospective speakers are responsible for submitting their own personal details and their topic details on the Conference submission system.
- All prospective speakers will be mentioned in the original submission. No speakers will be added, removed or replaced without the consent of the EARMA ACPC. Topic proposer 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 Conference submission system at submission time.
- Successful Topic and Speaker details provided at submission stage will be used for publication in the conference programme and in the conference APP.
- Changes to topics and speakers submitted cannot be made after the indicated deadline.

Confirmed Speakers must register for the conference before the close of the early bird rate deadline, 1 February 2021 (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 28 – 30 April 2021 and **cannot request a particular time slot for their presentation**. Conference Programme has a particular structure so that parallel sessions do not target the same audience, therefore by moving sessions at a later stage result in the disturbance of the logical structure of the programme.
- 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.

**GDPR:** For the purpose of the Prague conference, EARMA has contracted the professional services of C-IN. Abstract submission, review and registration is realized through their online conference management system. EARMA has signed a data processor agreement with them. C-IN shall only process personal data to which the company gains access to as part of the fulfilment of its contractual obligations with respect to EARMA Conference. C-IN shall not be permitted to disclose any personal data to third parties.

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**Author(s)** EARMA. 20.07.2020

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By submitting the topic proposal to the 27th EARMA Annual Conference, 2021 you agree that your presentation will be shared with the conference participants via [earma.org](http://earma.org) and EARMA Conference APP.



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