



HÖGSKOLAN VÄST

# Terms and conditions

- for conference with a registration fee

2012-06-28

Dnr 2012/609 A23

## 1. Payment

Payment has to be made in advance of the conference.

*Information to international delegates:*

- According to Swedish legislation and routines, VAT will be added also for international delegates. This is the case when a conference is held in Sweden
- All payment must be made in SEK (Swedish krona)
- Payment should be made by credit card or bank transfer. Please note that we accept the following credit cards: Visa and MasterCard. University West does not accept Visa Electron or Maestro
- University West will not accept any deductions of bank charges
- University West do not accept payment by bank checks or euro checks

*Information to make a bank transfer:*

Account information and bank office address:

Danske Bank AS Sverige Filial  
 Box 7523  
 SE-103 92 Stockholm  
 IBAN: SE 7112 0000 0001 2810 1031 86  
 Swift: DABASESX  
 Account No: 1281 0103 186  
 VAT No: SE 202 100 4052 01  
 Account holder: Högskolan Väst, 461 86 Trollhättan

*Important:*

Please help us identify your payment by writing the name of the conference and the delegate's name in the transfer information.

## 2. Cancellations and Refunds

Notification of cancellation must be made in writing and sent by email or letter to University West and the conference secretariat. Cancellation of registration will be accepted until 30-15 days before the conference starts and the total amount will be refunded *except 750 SEK as cancellation fee*. No refunds or reductions of fees will be accepted for cancellations made after 15-0 days before conference start, nor for no-shows for any reasons.

Cancellation must contain the delegate's name, organization and which conference the cancellation refers to. Send the cancellation to [event@hv.se](mailto:event@hv.se) or to the following address:

University West  
 Att: Evenemangs- och konferensstödet  
 461 86 Trollhättan  
 Sweden

*Important:*

If you cancel your registration to the conference, remember to cancel any hotel and/or travel reservations that you have made. These cancellations must be made directly to the hotel or travel agent were you made your reservation.

### **3. Change of delegate**

Should you be unable to attend, you will be given the opportunity to send a colleague in your place. Please contact the conference organizers at University West as soon as possible to do this. An administration fee of 250 SEK will be charged.

### **4. Force Majeure**

The organizer are not liable for any claims for damages and/or losses if the entire conference has to be cancelled due to a force majeure incident. For example a strike, lockout, nature disaster, electrical blackout or a fire that leads to considerable difficulty for University West to complete the event.

### **5. Disclaimer**

The organizers are not liable for damages and/or losses of any kind which may be incurred by the conference delegates or by any other individuals accompanying them, both during the official activities as well as going to/from the conference. Delegates are responsible for their own safety and belongings.

### **6. Insurance**

The registration fee does not cover insurance for the delegates. The organizers recommend that delegates get insurance in their home country to cover pre-journey cancellation for personal reasons and necessary insurance to cover accidents, medical expenses and loss of personal belongings during the visit.

### **7. Interpretationrights**

This agreement is in both Swedish and English, in the event of that the versions differ, then the Swedish version is decisive.