



Terms & Conditions, Privacy Policy, and Disclaimer

TERMS & CONDITIONS

PROCESSING AND SERVICE FEES & TAXES

Please note the following:

1. All fees are expressed in Botswana Pula ([BWP](#)).
2. Payments by debit/credit card (Visa and MasterCard) are subjected to a Payment Handling Fee of 3.2%
3. Charges incurred during bank transfers must be paid by the participant in addition to the total amount payable.

REGISTRATION FEE

- The registration fee is a contribution towards the costs of organizing the event and entitles the participant to access all meetings that form part of International Data Week (IDW) 2018 (SciDataCon 2018 and the 12th RDA Plenary Meeting), catering services (coffee breaks and lunches for 5–8 November 2018 only), and documentation.
- The Welcome Reception on 4 November 2018 and the Reception Dinner on 5 November 2018 are included in the registration fee.
- Events organized by the local hosts before and after IDW 2018 are also included in the registration fee.
- Registration without payment of the registration fee does not guarantee participation in IDW 2018. In particular, places for those paying onsite (see below) are strictly subject to availability.



PAYMENT METHODS

1. Payment by VISA and MasterCard, processed through [DPO PAYGATE \(VCS\)](#)

- Early Bird (until 23:59 CAT on 30 September 2018) and Standard Rate (until 11:59 CAT on 4 November 2018) registrants may pay online through the IDW 2018 website. Participants are required to pay a Payment Handling Fee of 3.2% in addition to the registration fee listed on the IDW 2018 website.
- Onsite registrants (5, 6, 7, and/or 8 November 2018) will also have the ability to make payments using Visa and MasterCard via a transaction speedpoint. In this case, participants are also required to pay a Payment Handling Fee of 3.2%.

2. Payment via bank transfer

- Early Bird (until 23:59 CAT on 30 September 2018) and Standard Rate (until 11:59 CAT on 4 November 2018) registrants may pay via a bank transfer until **Monday, 22 October**. Bank transfers should be made payable to the University of Botswana in Botswana Pula (BWP) and must be received within 15 days of the registration date. Registrants are required to **pay all bank transfer charges** in addition to the registration fee listed on the IDW 2018 website.
- If payment is not received within 15 days of the registration date, it will be assumed that the registrant will pay onsite and the onsite registration fees will then apply.

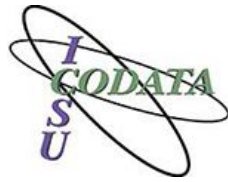
3. Payment by cash

- Onsite registrants (5, 6, 7, and/or 8 November 2018) will have the option to pay the onsite registration fee by cash (in BWP only).

4. University Of Botswana Cash Office

- Payment to the cash office is available until only 10 September 2018.
- Payment to the cash office requires an extra 50 BWP in management fees to be added to the total amount paid by the participant.

The University of Botswana Cash office is located at Administration Block 208, 4775 Notwane Rd, Gaborone



CANCELLATION & REFUND POLICY

Except in the case of visa application denial (see below), all registration fees are subject to the below Cancellation & Refund conditions.

- Notification before 23:59 CAT on 4 October 2018: A 80% refund of the registration fees paid will be granted. The remaining 20% of the fee contributes to administration costs incurred.
- Notifications received after 23:59 CAT on 4 October 2018 are not refundable.
- **All cancellations must be submitted in writing to:**
registrations@internationaldataweek.org
- Approved refunds will be processed and issued no later than **30 November 2018**.
- Refund procedure:
 1. For payments made by credit/debit card, the same credit/debit card will be refunded.
 2. For all other payments, a bank transfer will be made to the delegate's nominated account.

Note: For payments received from outside Botswana via bank transfer, the refund will also be issued via bank transfer and all bank charges will be borne by the registrant.

Refund policy in the case of visa application denial

- If your visa application is unsuccessful, then you may cancel your registration and an 80% refund of the registration fees paid will be granted. The remaining 20% of the fee contributes to administration costs incurred. Cancellations will be accepted only if you have an **official letter of visa rejection from Citizenship and Immigration Botswana**.
- **All cancellations must be submitted in writing with your visa rejection letter and invoice number before 1 November 2018:**
registrations@internationaldataweek.org



PRIVACY POLICY

The organizers of International Data Week (IDW) 2018 will collect personal information directly from you only via the registration form fields—during either the online registration process or the onsite registration process. Personal information is limited to your job title, professional title, name, surname, email, contact telephone number, organization (employer). The organizers will not collect personal information about you from any publicly available sources or via other means. Personal information is not gathered if you only browse the IDW 2018 website (www.internationaldataweek.org).

The organizers of IDW 2018 will use your personal information for only the following purposes, for which permission is requested:

- For activities directly related to the management of the conference (delegate badges, delegate numbers for specific activities, and for health and safety).
- To publish a delegate list (name, affiliation, country), but without contact details.
- To contact you with necessary and useful information about the conference (start times, logistical information, changes in programme, etc.).
- To provide public summary, non-identified information about delegates (i.e., numbers from different countries, gender balance, numbers in different professional roles).
- To contact you to request feedback about your experience at IDW 2018.
- To contact you about future International Data Week, SciDataCon conferences, and RDA Plenary Meetings (managed through an email list from which you may easily unsubscribe).

The organizers of IDW 2018 will not give your personal information to any third party unless one of the following applies:

- You have specifically consented or requested us to do so (e.g., specific needs, participation in third party organized activities).



- You would reasonably expect that your information be passed on to the recipient as part of the provision of products or services to you ancillary to your registration for IDW 2018 (i.e., creation of name badges by the conference management company).
- It is required or authorized by law.
- It will prevent or lessen a serious and imminent threat to somebody's life or health.

You may easily contact the organizers of IDW 2018 to correct or request removal of any personal information held about you through the following email address:

info@internationaldataweek.org

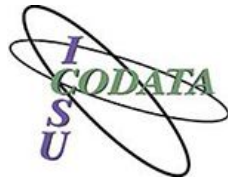


DISCLAIMER

By participating in IDW 2018 (hereinafter the 'Conference')

1. You consent to being filmed, taped, interviewed, photographed, and recorded (the 'Recordings') during and in connection with the Conference by IDW 2018 organizers, vendors, partners, affiliates, and/or representatives (the 'IDW Parties'). You also agree that the IDW Parties may use, publish, edit, incorporate, and otherwise exploit (and authorize others to do the same) the Recordings (including your name, voice, image, likeness, personality, situations, and conferences) as they deem fit to use them, including in connection with any promotional purposes, telecasts, advertising, exhibition, streaming, webcasting, reproduction, or other publication (the 'Uses') of these materials by and through any and all media regardless of the purpose of the Uses. Note that the Uses include only those that are not-for-profit, and the Recordings will all be CC-BY-NC licensed.
2. You release the IDW Parties, their employees, and each and all persons involved with the Conference from (i) any and all liability connected with the Recordings and the Uses, and (ii) any and all claims that you have or may have for infringement of proprietary rights, invasion of privacy, violation of the right of publicity, defamation, or any other cause of action you have or may have arising from or in connection with the foregoing. By entering the Conference premises, you waive all rights you may have to any claims for payment or royalties in connection with the Recordings and the Uses irrespective of whether a fee for admission or sponsorship is charged. By default, you waive any right to inspect or approve the Recordings and the Uses. You may, however, request to the IDW Parties to take down any image¹, which will be done in a timely manner if the request is deemed appropriate.
3. You waive and release the IDW Parties from present and future claims and all liabilities of any kind, known or unknown, arising from your participation in the Conference or

¹ Please contact info@internationaldataweek.org and provide sufficient information such that the image can be easily identified.



related activities, even though such claim or liability may arise out of negligence or fault on the part of the IDW Parties. The IDW Parties shall not be liable for any personal injury, death, or property loss, and you release the IDW Parties and waive all claims with respect thereto. Moreover, you agree to hold harmless and indemnify the IDW Parties, from any and all liability from any property damage or personal injury to any third party resulting from your participation in the Conference.

4. You agree you have been fully informed of your consent, waiver of liability, and release before participating in the Conference.

Conference materials & programme

Although every effort is made to ensure that materials related to the Conference, such as maps, agendas, programmes, and so on are distributed to all attendees, this does not guarantee that every attendee will receive a copy of such materials.

The organizers of IDW 2018 reserve the right at any time, in their sole discretion, to (i) refuse to accept or to retain any person as a registrant of the Conference, and (ii) make alterations to any part of the programme in any manner as deemed necessary or desirable.

Professional conduct

Registrants of the Conference agree to conduct themselves in a cordial manner. The organizers of IDW 2018 will not tolerate any registrant who creates a disturbance, or who is disrespectful to any other registrant, any member of the IDW Parties, speakers and attendees, exhibitors, volunteers, or staff. The organizers of IDW 2018 reserve the right, in their sole discretion, to investigate any complaint and to dismiss any registrant found to have violated the Code of Professional Conduct, without refund of registration fees.



Scope of services, Force Majeure

In numerous sessions and networking events, participants can exchange information and learn about topics of the Conference. The organizers of IDW 2018 assume no responsibility for the topicality, correctness, and completeness of the content of the Conference and its components. Announced lectures and speakers can be replaced by others.

If the Conference is cancelled due to force majeure, cancellation of sessions, disruptions at the venue, or insufficient number of participants, registrants will be informed immediately. The Conference fee will be reimbursed in such cases. Claims for compensation of travel and accommodation costs, as well as loss of work, are excluded, unless such costs arise due to grossly negligent or intentional behavior on the part of the organizers of IDW 2018 or its contractors.