



REGISTRATION TERMS & CONDITIONS

Payment

All fees are referred to in Danish Kronor (DKK) and are including 25% Danish VAT. All payments should be made in DKK. Full payment is due for the registration fees. Registrations are only confirmed once the required payment has been received.

Payment by credit card

The online registration platform is a secure site. Payment by credit card is highly recommended as the registration can be confirmed immediately. Major credit cards (American Express, VISA and Eurocard MasterCard) are accepted. Please enter all relevant information on the registration form. Upon completion of the online registration process, you will receive an invoice / receipt by email.

Payment by bank transfer

You will find the bank details on the invoice that will be send to you digitally. Please make sure to transfer the registration fees to this bank account within **two weeks** after you have registered. Your registration is only confirmed once the registration fees have been received in full.

Invoice

Only digital versions of invoices will be sent to participants upon completion of the online registration. The invoice will be issued using the contact details provided on the registration form so please make sure you have provided us with the correct information.

Danish VAT

Please note that mentioned prices are VAT included. The standard Danish VAT is 25% and it will be charged on all registrations. For a VAT refund please turn to your own country's tax authorities.

Cancellation and Refund Policy

Full cancellation of your participation must be emailed to the RecSys 2019 Conference Delegate Management Secretariat – MCI Amsterdam at RecSys-registration@mci-group.com. Amendments should be made via the portal if you have created a Portal account, if not, please notify the Conference Delegate Management Secretariat by email.

The following cancellation fees will apply to the registration fees:

- Cancellations received before or on the **16th of August 2019** will be refunded less **DKK 350** administrative costs
- Cancellations received after the **16th of August 2019** will not be refunded

All refunds are subject to prevailing exchange rates. Refunds will be made after the Conference in the same manner as the original payment was received. If bank charges apply, they will be deducted from the refunded amount.

Handling and administrative fees

A handling fee of **DKK 350** per registration will be charged for every registration modification received after **Wednesday 1st of September 2019**. For a badge name change, written permission from the original participant will be required, along with full contact details of the substitution.

If a badge is lost or forgotten, an administrative fee of **DKK 350** will be charged for the reprint of the badge after identity verification (passport, driving license or other recognized identification document).



Confirmation

Confirmation of your participation will be sent via email after receipt of payment. Registration for events that are included in the registration fee will only be confirmed if requested when registering. If you do not receive this confirmation, please contact the RecSys 2019 Conference Delegate Management Secretariat – MCI Amsterdam at RecSys-registration@mci-group.com.

Invitation letter for visa application

If you do need a visa to attend the Conference, please apply as soon as possible.

All participants requiring an invitation letter for visa application purposes may request it during the online registration. The invitation letter will not be issued without receiving the registration and payment of the required registration fees. Please note that the organisers will not be able to contact or intervene with any embassy or consulate office on behalf of a participant. Should your visa application be declined, you can send a request for a full refund of the registration fees to the RecSys 2019 Conference delegate Management by e-mail at RecSys-registration@mci-group.com prior to the conference if you complete the registration by **1st of September (23:59 CET)**. A scanned copy of the visa decline letter should be attached to your request. For registrations received as from **2nd of September (00:01 CET)**, the cancellation policy for general Conference registrations will apply.

Please follow these steps to check the Danish visa process for attending RecSys 2019:

1. For information on visa requirements, please visit the Danish Government's website on '[You want to apply for a short term visa to Denmark](#)'.
2. Find out if you need a visa via this page '[Countries with a visa requirement and visa-free countries](#)'.

Check the visa processing times via the '[Overview of processing times](#)' page. Be sure to register in time to get your

Anti-Harassment Policy

In participating, I acknowledge [ACM's Policy Against Harassment at ACM Activities](#) and agree that behavior such as the following will constitute grounds for actions against me:

- Abusive action directed at an individual, such as threats, intimidation, or bullying.
- Racism, homophobia, or other behavior that discriminates against a group or class of people.
- Sexual harassment of any kind, such as unwelcome sexual advances or words/actions of a sexual nature.

If you are involved in or witness any such incident, please inform the event organizers

[ACM's Privacy Policy](#)

[ACM's Code of Ethics and Professional Conduct](#)

Insurance

Each RecSys 2019 participant is encouraged to obtain their own travel insurance.

Liability

In the case of government intervention or regulation, military activity, strikes or any other circumstances that it impossible or inadvisable for the RecSys 2019 Conference to take place at the time and place as announced, the participant shall waive any claim for damages or compensation except the amount paid for registration after deduction of actual expenses incurred in connection with the Conference and there shall be no future liability for either party.

RecSys 2019

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Official Website: <http://recsys.acm.org>



Collection of personal data

By registering to this event, you agree that your personal data will be processed by RecSys and the Conference registration office, for registration and handling purposes, and to send you information in connection to RecSys events. If you do not submit the data indicated as 'required', we cannot complete your registration. You have the right to access and rectify your personal data by contacting the RecSys 2019 Conference Delegate Management (MCI Amsterdam) by email to RecSys-Registration@mci-group.com.