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| Terms and Conditions |

* Registrations are by the completion of the online registration form only.
* Bookings or changes will not be accepted by telephone. Cancellations and or changes must be sent in writing to the registration desk at [ecmlpkdd2018reg@keynotepco.ie](mailto:ecmlpkdd2018reg@keynotepco.ie)
* There is no refund for non-attendance.
* A name change on a paid registration will be accepted up to two weeks before the conference start date. After that date charge of €10 will apply.
* Payment by invoice/bank transfer will incur a €15 administration charge. There is no administration charge for payment by MasterCard or VISA.
* All fees/rates are quoted in Euro €, all bank transfer fees/charges are the responsibility of the participant.
* No booking will be confirmed in full until payment is received in full.
* Any refunds by bank transfer are subject to a €25 handling fee.
* Participants are requested to have their own travel insurance in place (to cover medical, cancellation and all other risks associated) and are responsible for all travel arrangements including visa applications, if required.
* All tours are subject to a minimum number of bookings. If the minimum number of bookings is not reached, the tour will be cancelled. 2 weeks notice will be given of such a cancellation. Alternative tour option will be offered or the payment made will be refunded. No cancellation fees will apply.
* The Conference / Keynote PCO acting as booking office for ECML PKDD 2018 and the committees will not be held liable for any loss or damage of personal items of attendees or injury caused at any venue used in connection with the conference.
* The ECML PKDD 2018 committee and Keynote PCO (The Organisers) reserve the right to alter any of the programme or other arrangements for this conference; including cancellation or postponement of the event should unforeseen circumstances require it. The organisers accept no responsibility for resulting costs or inconvenience to participants in this case.
* The Organisers do not accept responsibility for any inconvenience or costs due to non-availability of accommodation, tours or social events.
* Children/Minors must be accompanied by an adult/guardian at all times, who accepts full liability for this child/minor. Note that the conference and all social events and activities have not been planned with children/minors in attendance and must be flagged to the conference office prior to making any booking arrangements. You may be refused entry should prior notice not be provided.

**Cancellation Policy**

* Cancellations and/or changes must be sent in writing to the registration desk at [ecmlpkdd2018reg@keynotepco.ie](mailto:ecmlpkdd2018reg@keynotepco.ie) and will not be accepted by telephone
* There is no refund for non-attendance
* A name change on a paid registration will be accepted two weeks before the conference. After that date charge of €10 for any names changes will apply.
* All tours are subject to a minimum number of bookings. If the minimum number of bookings is not reached, the tour will be cancelled. 2 weeks notice will be given of such a cancellation. Alternative tour option will be offered or the payment made will be refunded.
* Cancellation of a booked item refers to complete and or part-cancellation and or adjustment/cancellation of accommodation dates based on the following:

**Registration/Conference Attendance Cancellation Policy**  
This includes all items – Conference Registration, Social Event Tickets and Tours

* Before 31st July 2018 - full refund less admin fee offered
* Between 1st August and 17th August 2018 - 50% refund for cancelled registrations less admin fee offered
* After 18th August 2018 - No refund for cancelled registrations

All cancellations involving a refund will be subject to an administration fee of €25.00

**Accommodation Cancellation Policy**  
A credit card is required as guarantee for all hotel bookings.

* Before 11th May 2018 - full refund offered.
* Between 12th May and 11th June 2018 - 30% Refund available
* After 11th June 2018 - No refund for cancelled accommodation

**Privacy Policy**

* Your registration details are collected by the event office for ECML PKDD 2018 at Keynote PCO www.keynotepco.ie. Your details will be provided only to The Organisers and other partner organisations for the conference and used for confirming your booking details such as validating your membership status, hotel/tours, exhibition and sponsorship programme updates and all other events related to the conference. Your contact details will not be sold to any 3rd party outside the conference.
* During the course of the conference live webcasts, videos and or photos may be taken of participants attending various events. By attending the event you accept that these recordings may be used in all future conference/organisers' marketing activity.
* Fáilte Ireland – The National Tourism Development Authority in Ireland provided some financial support for the conference. Funding is based on attendance numbers and as a delegates you may be asked to confirm your attendance directly.  Your contact details will not be passed to any third party and you will only receive an email from the conference office requesting this validation and we appreciate your cooperation should you be in a position to respond to this request.