

Open Science Meeting 2019 - Terms and Conditions

1 Copyright



2 Payment Policy – Conferences

2.1 Payment Deadline

Payments must be completed no later than two weeks before the first day of the conference. If you have submitted a proposal, you will not be definitively scheduled in the conference program until full payment is received.

2.2 Payment Options

Payment may be made by credit card or bank transfer. All payments must be made in Swiss Francs (CHF) and should include all bank fees. Failure to pay the full fee may result in an incomplete registration.

2.3 Payment by Credit Card

This is the quickest and most convenient form of payment. You will need to supply your Card Type (Visa or MasterCard), card number, card verification number, expiration date and name on the card by inputting the information on to your secure account.

2.4 Payment by Bank Transfer

Bank transfers should include the bank fee. Failure to pay this fee may result in an incomplete registration.

Please include your ConfTool user registration number in the description section of your transfer.

For your convenience, here is the required information for a bank transfer:

Account Name: XXX

Account Number: XXX

Bank name: UBS AG

SWIFT Code: XXX

IBAN: XXX

BIC: XXX

Account holder: University of Bern, Centre for Development and Environment, Mittelstrasse 43, 3012 Bern

You **MUST** send confirmation to osm2019@glp.earth and input the following in the sections mentioned below:

Topic: Account

Subject Line: Bank Transfer Details

Message: Please include your bank transfer information (e.g., Date of Transfer, Amount, Invoice/Registration Number, and Name of Remitter).



Failure to send this confirmation will result in delays in processing your registration and may prevent your presentation from being scheduled.

3 Cancellation/Refund Policy

We will attempt to process all refunds within seven to fourteen business days of the written notice of cancellation or registration type change.

No exceptions to the following cancellation/refund policies for registrants unable to obtain a travel visa. Obtaining a travel visa is the responsibility of the registrant. We can assist by providing a proposal acceptance letter and/or invitation letter, but we are not an authority on visa issues, nor can we help with expediting the visa process.

To qualify for an acceptance letter, one must have an accepted proposal. To qualify for an invitation letter, one must have a paid registration.

No exceptions to the cancellation/refund policy for registrants due to circumstances beyond the control of the OSM 2019 organizing committee, including but not limited to: travel-related issues, natural disasters, illness, political unrest.

Note: Any monies intended for refund that are not collected within 60 days from the first day of the conference will be forfeited.

3.1 Registration Fees

If you are unable to attend the conference, a field trip, or any other extra event, you may request a refund of your conference registration fee in accordance with the policies below.

Refund Policy:

- If you submit your written request for a refund earlier than 60 days prior to the first day of the conference, you will be refunded 80% of your registration fees.
- If you submit your request for a refund between 60 and 30 days prior to the first day of the conference, you will be refunded 50% of your registration fees.
- If you submit your request for a refund less than 30 days prior to the first day of the conference, you will receive no refund.

Topic: Accounts

Subject line: Refund Request

Message: Please include your ConfTool registration number so that we can identify your registration and process your request.

3.2 Conference/Event Cancellation Policy

In the highly unlikely event that we, Organizing Committee of the OSM 2019, must cancel a conference or extra event, all paid fees relevant to that conference or event will be refunded.

3.3 Substitution Policy

Attendee substitutions are allowed, but the notification in writing must be received. Registrants who fail to attend the conference and do not notify the OSM 2019 Organization Committee forfeit full payment and are not eligible for refunds or offsetting their registration to another conference.



Please submit your written request to osm2019@glp.earth and input the following in the sections mentioned below:

Topic: Conferences

Subject line: Substitution request

Message: Please include your ConfTool registration number, so that we can identify your registration and process your request.

3.4 Limit on the Number of Papers that can be Presented

As a matter of fairness and as a function of the scheduling process, each presented paper must have a separately registered first author. For instance, in the case of three registered presenters of a single paper, each may co-author up to three presented papers, but there must be three registered participants—with at least one person available to present each of the three papers. In other words, there must be at least one in-person registration per paper presented at the conference.

Please note that this includes all presentations both in-person and virtual.

3.5 Cancellations in the Event of Plagiarism

In the event that the GLP identifies plagiarized contributions, the contribution will be withdrawn from the program and the registration fee will not be reimbursed. OSM 2019 and GLP will not cover any other cost related to the travel and attendance of the OSM 2019 made prior to the withdrawal of the contribution.

4 Privacy Policy

4.1 Creation and Use of Media

By registering for the OSM, you consent to being photographed/filmed/recorded on behalf of the Global Land Programme (GLP) hosted by the Centre for Development and Environment of the University of Bern. The photos/recordings may be used in both printed and digital form, in various channels where GLP disseminates information about its activities. The images/recordings may be stored in the GLP Archive, which is available to employees or contractors of the Global Land Programme. The images/recordings may also be stored in the podcast system SWITCHcast, which is accessible to select employees of the University of Bern. The images may be stored and used perpetually.

4.2 Withdrawal of consent

If you want the GLP to stop using photos/recordings of you in new material, we ask you to us at admin@glp.earth. We will then no longer use your personal data in new information material. We will also remove you from already published material wherever possible.

If you want information about how your personal data is used or feel that the data was used in a way that violates the agreement, please contact osm2019@glp.earth.



5 About these Conditions

These conditions may be updated from time to time. The current agreement is posted on the [OSM 2019 website](#) and replaces all earlier agreements. Please return to these conditions regularly to check for updates. This agreement is governed by the laws of the University of Bern and the Public Law of the Canton of Bern, Switzerland, where GLP's International Project office and the OSM 2019's Organization Committee are located.

