

CANCELLATION CONDITIONS

I. Cancellation of registration

If you are forced to cancel a registration, for any reason, you should be informed about the following conditions:

- Any request for cancellation should be sent in a written form by e-mail or fax to the [SGEM Secretariat Bureau](#).
- Cancellation request has to be confirmed by a responsible person from the SGEM Secretariat.
- If your cancellation is submitted within 7 calendar days from the date of your payment, but no later than 60 days before the start of the event then:
 - There will be a 50% refund of the total amount;
 - Minimum service tax is 50 Euro;
 - All refunds will be made by bank transfer to the account of the initial sender;
 - Bank transfer fee should be covered by the sender;
 - All refunds will be made in the post-Conference period.

- If the cancellation request is submitted up to 30 days prior to the start of the event, the amount is unrefundable. You will receive a Conference Set;

N.B.: If you make a registration as a DELEGATE/EXHIBITOR/STUDENT after the official deadline for registration and payments, receiving a conference set is not guaranteed!

II. Abstract/paper withdrawn

- - In case you need to withdraw your paper abstract for some reason, but the paper abstract has been reviewed and accepted by the Review Committee and you have received an Official Confirmation Letter, there is a Review Service Charge of 20 Euro per paper.

- - In case you need to withdraw your paper abstract for some reason, but the paper abstract has been reviewed and accepted by the Review Committee, you have received an Official Confirmation Letter and the article title is already included in the Conference Programme (published on the web site) and the paper has been forwarded for pre-print, there is a Review Service Charge of 30 Euro per paper.

III. ORAL/ POSTER Speaker - NON-Presenting

In case you are a registered participant and you have submitted your papers for publication but you did not attend the conference for some reason and you did not present your paper/a as an oral or poster presentation, you need to know the following:

- If you have not informed SGEM Secretariat of your inability to be present 2 weeks prior to the conference opening, there will be a Service Charge of 30 Euro per presentation.

Bonus paper

Lecturers and PhD students are entitled to a second bonus paper within the registration fee provided they present all submitted papers in person at the venue keeping the provided schedule.

- If you have not attended the conference and you have failed to inform SGEM Secretariat 2

weeks prior to the conference opening of the inability to attend, the registration is regarded as a distant form of participation. Distant form of participation does not include a bonus (free) paper. To guarantee the publishing and sending for evaluation and indexation this bonus (free) paper, it should be covered the publishing fee of 186 Euro.

*All upper mentioned fees excl. VAT