

## **Terms and conditions**

### **Conference website**

Official conference website is <https://pefnet.mendelu.cz/>

### **Registration**

The registration is open from September 9<sup>th</sup>, 2024 till October 21<sup>st</sup>, 2024. The registration to the conference for active participants presenting a paper is done via the EasyChair conference submission system. Participants are required to enter required details, upload extended abstracts and upload full papers. Attending co-authors and participants without any paper at the conference are required to register in the registration form for passive participants via Microsoft Forms and provide all required information. Registration links are provided on the conference website. For each paper, at least one author must attend and pay the registration fee. One participant can present maximum 2 papers.

### **Registration fee**

The conference fee is the same for active and passive participants. All participants of the conference must pay a registration fee prior to the arrival at the conference venue by the payment deadline. The fee is free of charge for the students (both part-time and full-time) of FBE MENDELU. The registration is completed after the payment is received to University account.

The registration fee participation includes presentation of the submitted paper, personal access to all sessions and plenary session, printed version of Book of Extended Abstracts and printed copy of conference programme, organizational costs, conference set with conference materials and presents, lunch, refreshment and social event in the evening.

Conference participants must check the conference fee on the conference website and make a registration following deadlines.

### **Payment**

The payment of the registration fee must be made in full according to deadlines announced on the conference website.

The payment method for the conference is a bank transfer or Flywire. Payment details are presented in detail on the conference website.

In order to receive an invoice, you must state this in the registration form. Invoices will be sent via email as a PDF attachment. Originals will be sent by post only if requested by e-mail to [pefnet@mendelu.cz](mailto:pefnet@mendelu.cz). If the bank transfer is ordered by a natural person, it is not possible to issue an invoice to a company or organisation afterwards. The invoice is issued in CZK.

### **Full papers**

The submission of the full paper is obligatory. All rights to the paper remain to the author. The paper format is free respecting standard structure of a scientific paper (Introduction, Materials and Methods, Results, Discussion, Conclusion, References) however the maximum length of the paper should not exceed 8.000 words (excluding references). Only submissions written in correct English are accepted.

### **Conference output**

A Book of Extended Abstracts is an output of the conference. Authors who wish to publish in the Book of Extended Abstracts, must express their decision during registration via EasyChair and they are required to submit an extended abstract using the template on the conference website in the section Formatting Requirements.

**Terms and conditions****Venue**

The conference will take place at the campus of Mendel University in Brno in traditional format.

**Acceptance Letter**

Individuals requiring an official Acceptance Letter can request one from the organizer. To receive an Acceptance Letter, the conference participant must first register to the conference and submit all required. The Acceptance Letter does not financially obligate the conference organizer in any way. All expenses incurred in relation to the conference are the sole responsibility of individuals.

**Visa Requirements**

The conference organizers are not responsible for no granting a visa to a conference participant. It is the sole responsibility of the conference participant to take care of his/her visa requirements. The participants who require an entry visa must allow sufficient time for the application procedure. The conference organizer will not directly contact embassies and consulates on behalf of visa applicants. The conference organizer is not responsible for a visa granting to a conference participant, therefore, the cancellation policy will be applied in case of no granting a visa.

**Accommodation and travel**

Accommodation and travel is not included in the conference registration fee and participants are responsible on booking their accommodation and travel.

**Cancellation Policy**

Registration cancellations must be notified by e-mail to [pefnet@mendelu.cz](mailto:pefnet@mendelu.cz). No cancellation after the registration deadline (October 21<sup>st</sup>, 2024) is possible. Participants must make sure that they receive an acknowledgement of their cancellation from the organizer. Only this will confirm that their request has been received and processed.

**Final terms**

You are deemed to have accepted these terms and conditions when you proceed with the registration process.

**Data Protection**

See section [Privacy Policy](#).