

Registration & Attendance policy

Registration for FSWP 2017 conference (the “Conference”) is required by the FSWP 2017 Organizers (Institut de Soudure association & Arts et Métiers Paritech) to access, attend, and present at conference sessions, including special sessions and social events.

Registration Process

Individuals wishing to attend the Conference must register online only.

Places at the Conference are available on a first-come, first-served basis according to date of registration.

Registration certificate will not be processed without full payment.

IS members rates: IS member fees must have been fully paid for 2017 prior to registration.

Online registrations will be confirmed by email once payment is approved.

NOTE:

1. Your registration is not valid until you have successfully completed the entire process and received a printable payment confirmation and an email registration confirmation.
2. By registering to attend the Conference, you grant permission to FSWP 2017 organizers to take and use your photo and/or video in marketing and promotional materials, written publications, videos and the FSWP 2017’s website for an indefinite period of time.

Registration Fee

An attendee registration fee includes:

- Conference kit, name tag and program,
- Access to all conference events and exhibit hall,
- Lunch meals on October 11 & 12 2017
- A reception on October 11 2017
- Refreshments on October 11 & 12 2017.

If you register for the Conference before June 15, 2017, an early bird rate will be applicable.

NOTE: All Rates are in EURO	EARLY Registration Rates (Until July 21th, 2017)	Registration Rates (After July 21th, 2017)
Student (1)	€ 250 including VAT	€ 300 including VAT
IS members	€ 330 including VAT	€ 370 including VAT
Others	€ 380 including VAT	€ 430 including VAT

(1) Students will have to show a valid student ID when attending the Conference.

NOTE: Online registration will not be accepted after October 9, 2017.

Accepted Method of Payment

Our online registration system requires payment with Visa or Master Card or bank transfer. If you want to pay by bank transfer, you will receive an invoice which should be paid within 30 days from the date you received it. If you fail to pay in due time, your registration will be cancelled. Please be sure to include a valid email address that you check frequently. Your email address will be used for critical information, including registration confirmation, evaluation, and certificate.

If you need registration assistance, please send an email to fswp2017@ensam.eu.

Cancellation/ Refund Policy

Registration fees are refundable, less a € 50 processing fee, up until August 31, 2017. No refund will be issued for cancellations after August 31, 2017.

Registrations are transferable (within the same membership category) until September 9, 2017 with a € 50 administrative transfer fee. Starting September 9, 2017 transfers will not be accepted.

All cancellations and refund requests may be sent by email to fswp2017@ensam.eu. Please expect confirmation within 10 business days.

FSWP 2017 organizers are not responsible for problems beyond its control such as weather conditions, campus conditions, travel difficulties, visa problems, health issues, etc.

FSWP 2017 organizers reserve the right to cancel the Conference; in the event of such cancellation, only registration fees will be fully refunded.

Invitation / VISA Letters

Conference attendees requiring a letter of invitation in order to obtain a VISA to attend the Conference should send the request to fswp2017@ensam.eu, specifying the necessary details.

Registration fees must have been fully paid prior to requesting an invitation letter.

Please make sure that your request for an invitation letter includes:

1. Name, postal address, and a valid email address;
2. Paper number or title, if you are presenting a paper;
3. The words "invitation letter request" in the subject field of your email request.

The visa letters will be emailed in a printable pdf format and will state only the following information:

Conference title, dates, and location; and that the required registration fee has been paid in full.

NOTE: Attendees who need visas are advised to apply for it to the respective consulate/embassy 2 months prior to the Conference.

Name Badge

All conference attendees must wear official conference name badges during all FSWP 2017 Conference sessions, workshops, receptions and events. Access to Conference functions without a badge will be denied. Name badges are provided to all registered attendees. Members without an official Conference badge will be asked to show proof of registration, reprint their name badge or register for the Conference. Accepted forms of proof include a registration receipt, a registration confirmation e-mail or a copy of the registration confirmation page. Failure to show proof of registration will result in removal from the conference and will subject registration violators to a legal complaint.

Conduct

FSWP 2017 Conference attendees agree to conduct themselves in an ethical manner appropriate for a gathering of management scholars. Inappropriate behavior that creates a disturbance, disruption or safety hazard is prohibited inside any official meeting facility. Attendees may not enter any areas under construction or renovation or during set up or tear down of the Conference equipment and fixtures. FSWP 2017 Organizers reserve the right to request attendees found disrupting any part of the Conference to leave the session or facility, and the attendee may be subject to a legal complaint by the FSWP 2017 Organizers.

Liability

In the event that a Conference attendee proves that it has suffered direct damage by FSWP 2017 Organizers, he or she will be compensated within the limits given hereafter.

To the fullest extent permitted by Law, whatever the nature of, the legal grounds and the terms of the action initiated against FSWP 2017 Organizers, the total indemnification due by FSWP 2017 Organizers to a Conference attendee shall not exceed the registration fees paid by the Conference attendee.

Applicable Law

Any contract resulting from acceptance by FSWP 2017 Organizers of a registration shall be governed and construed in accordance with the French Law and any dispute between FSWP 2017 Organizers and an attendee shall be submitted to the exclusive jurisdiction of the Paris Court (France).