



Event Policies and Terms

All Policies and Terms of Registration are adopted in consideration of and in the best interest of conference attendees, exhibitors, event co-sponsors and the conference host facilities (on-site and virtual). As a condition of registration, you agree to all of the terms and policies contained herein, as well as all other reasonable policies promulgated by the management of ECOC and Optica.

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Code of Conduct

All Conference guests, attendees, and exhibitors are subject to the [Anti-harassment Policy and Code of Conduct](#). Conference management reserves the right to take any and all appropriate actions to enforce the Anti-harassment Policy and Code of Conduct, up to and including ejecting from the Conference individuals who fail to comply with the policy. [Read the full code of conduct policy](#)

Badges (on-site only)

Conference attendees are reminded to wear their badge to access conference events. However, for safety reasons, please remember to remove your badge when you are outside of the ECOC events and facilities.

Conference Accessibility

Please contact Customer Service at <http://optica.org/help> or +1 202.416.1907 between 08:30 – 17:00 EDT (UTC-04:00) with any requests.

Event Cancellation

In the event that ECOC is cancelled, Conference attendees will be returned the registration fee only. Any fees associated with cancellation of travel or housing reservations is the exclusive responsibility of Conference attendees.

Alcoholic Beverages (on-site only)

Recognizing the nature of receptions and the potential for alcohol abuse at conferences, all ECOC sponsored events will make non-alcoholic drinks available. Conference participants are responsible for their own well-being and agree that neither ECOC and/or its sponsors will be held accountable for any events or occurrences resulting from excessive drinking, recklessness or negligence.

Force Majeure

The organizers and co-sponsors of the Conference shall not be held responsible for any delay or failure in performance of their obligations hereunder to the extent such delay or failure is caused by fire, flood, natural disaster, strike or labor dispute, military authority, imposition of law or regulation, riot or civil unrest, acts of God, acts of terrorism, acts of war, epidemics, pandemics, restrictions or recommendations issued by a governmental agency or recognized health organization such as the CDC or World Health Organization, the unavailability of the Venue or other similar exigent circumstance or emergency beyond the organizer's and co-sponsors' reasonable control, making it illegal, impossible, impracticable or inadvisable in organizer's and co-sponsors' sole discretion to hold the Event. For one or more of such reasons, the organizers and any co-sponsors of the Conference may postpone, reschedule or cancel the event without

liability on their part. In the event the conference cannot be held or is postponed pursuant to this section, the organizers and co-sponsors of the Conference shall not be liable to attendee for any direct, consequential or incidental damages, costs, or losses incurred, such as transportation costs, accommodations costs, or financial losses.

Health and Safety Practices (on-site only)

ECOC event management is monitoring global, federal, state and local health guidelines in preparation for this meeting.

By registering for the ECOC Conference you are agreeing to keep updated with your home area COVID-19 government guidance as well as for Switzerland in order to attend the event. It is necessary that you follow all restrictions applying in both locations. The ECOC Conference adheres to local restrictions. Please expect to be challenged by show management staff if you are contravening health and safety guidelines and please respect and understand that is their responsibility by law.

For up-to-date information, please visit <https://www.ecoc2022.org/venue/covid-information>.

Identification at Registration (on-site only)

Attendees are asked to present a Photo ID at registration in order to collect registration materials and may only collect their own individual registration packet. This procedure is in place to protect registration materials from getting lost and to allow ECOC to monitor accurate attendance. Registration materials will not be provided without a Photo ID. Furthermore, registrants agree not to allow any other individual to participate in their place either at the conference, during the registration process, or any other conference-related activity including acceptance of these terms of registration.

Limitation of Liability (on-site only)

When participating in ECOC and all of its events, you shall bear all risk of injury, illness (including Covid 19 or other infection), death, property damage or other loss. You agree to release, hold harmless and forever discharge ECOC, and the officers, directors, employees, representatives, agents, successors and assigns of the organization from any and all damages, claims, demands, liabilities, and causes of action arising out of or relating in any way to your participation in ECOC events, including but not limited to the use of the event venue and lodging facilities.

Media

Media registration for ECOC events is offered on a limited basis and is reserved for editorial members of the working media and for analysts. All members of the media and analyst community must present proper identification onsite in order for media credentials to be issued.

Membership Verification (on-site only)

All memberships will be verified during the registration process. If you are registering onsite and you cannot provide proof of membership, you will be charged the Non-member fee.

Payment Method

Registrants that do not provide a method of payment will not be registered for the conference. Individuals with incomplete registrations will not be able to attend the conference until payment has been made. VISA, Mastercard and wire transfers are accepted during pre-registration.

Bank Drafts and Wire Transfers: Please indicate on your registration form which bank was used and when the deposit was made. Also, please notify the [registration team](#) of the transfer to avoid any lost or unidentified payments.

Onsite we will accept cash, VISA and Mastercard payments.

Personal Information

Registration information will be part of a database that is accessible only to ECOC show management and Optica. Optica uses your contact information to provide you with up-to-date information about the Conference. Optica will not give your contact information to anyone without your consent.

Photographs / Videos

The use of personal cameras or other photo devices is not permitted in any session rooms without express written permission from ECOC management. Any offences will be promptly handled by management and may lead to film or storage devices being confiscated and possible expulsion from the conference.

You hereby grant ECOC an irrevocable, worldwide, royalty-free, fully-paid up license to reproduce, copy, display, perform, or otherwise use any photos, videos or audio recordings taken of you by Management's designated vendor(s) during ECOC events for promotional use (i.e. brochures, association publications, web-based media blogs, websites, e-newsletters). You hereby release and hold harmless ECOC and its agents and assigns from all claims, demands, causes of action and liability related to said use of the material.

Presenters: Session & Poster

Important Registration Note: Each accepted ECOC paper and poster must have at least one listed author registered in order to be presented and included in the Optica Publishing Group and IEEE Xplore platforms. In addition, the paper must be presented

during the conference to be included in the Optica Publishing Group and IEEE Xplore platforms.

Privacy Policy

Optica manages the registration for the ECOC 2022 conference. Optica is committed to protecting your personal data. The privacy notice on our website outlines how we collect, share and use your personal data, and how you can exercise your privacy rights involving your data. [Read the full privacy policy](#)

Purchase Orders

ECOC does not accept purchase orders.

Recordings: Audio, Video or Digital Capture

For copyright reasons, recordings of any kind are strictly prohibited without prior written consent of show management.

Any presenter being recorded during sessions or at the conference must file a signed written consent form. Technical attendees of the conference may access online content for a limited time following the conference. Recording or audio/video capture of any kind during sessions by attendees is strictly prohibited. Any offences will be handled promptly and may lead to film or storage device confiscation as well as expulsion from the conference or exhibit.

Access to ECOC content is strictly limited to registered attendees of ECOC events. However, sharing of content posted by show management on ECOC websites or on ECOC social media platforms is permitted.

Registration Refund Information

Refund Policy for Registration A CHF 75 service charge will be assessed for processing refunds. A letter requesting the refund should state the registrant's name and the amount of payment and should be faxed to +1 202.416.6140 or [submitted online](#). **Requests for refunds that are received by the Refund Deadline of Monday, 29 August 2022 will be honored. All refund requests must be made in writing.**

Note that the Postdeadline Papers notifications occur after the refund cut-off date. Keep this in mind when registering.

Registration Substitution Policy

Replacement of a registered attendee by a business colleague/co-worker will be accepted without substitution fee. The new attendee must be named in the written notification by the original registrant. If the original registrant was registered as a

member, the new member must also be a member or join before registering to receive the discounted rate.

Smoking (on-site only)

For the comfort and health of all attendees, smoking is not permitted at any ECOC sponsored functions. This includes general sessions, concurrent sessions, workshops, luncheons, short courses and receptions. Attendees should adhere to any signage preventing or authorizing smoking in certain locations.

Students

ECOC is pleased to offer many valuable benefits for student participation at its events, including highly discounted registration fees. These benefits are available exclusively to undergraduate and graduate students who are enrolled full time and have not received a Ph.D. Post-docs may not register as students. All students must present valid student identification that includes an ID number and "Valid Thru" date. Student identification will be checked on-site at registration.

International student identification must be presented in Roman alphabet. If your ID is not in this format, you may present a letter from your university on university letterhead as a second form of ID. Failure to produce a valid student identification will result in the transfer of your student registration to a regular member or non-member registration category. No exceptions will be made.

Unauthorized Solicitation Policy

Any company or representative of a supplier who is not an exhibitor and is observed to be soliciting business in any area of the conference deemed inappropriate by ECOC management, will be asked to leave immediately. Unauthorized solicitation in the Technical Program is strictly prohibited.

Underage Persons - Children and Infants (on-site only)

Due to the nature of ECOC events, children under the age of 18 are not permitted access to education sessions, or ticketed social events (receptions, etc.). Exceptions can be put in place by show management.

Additionally, no one under the age of 18 will be served alcohol at ECOC events and attendees may be asked to produce identification to confirm their age. Parents traveling with small infants are ultimately responsible for making all necessary arrangements for the care and well-being of children or infants. Please plan ahead so that you are able to fully participate in ECOC.

Unsecured Items Policy (on-site only)

Personal belongings such as briefcases, backpacks, purses, coats, book bags, laptops, tablets or mobile devices, etc. should not be left unattended in meeting rooms or public areas. These items are the responsibility of their owner and ECOC management will not be held responsible for their safe keeping should they become lost or stolen. Additionally, any unattended items may be subject to removal by security upon being discovered.