

**Media Registration for the 69th International Astronautical Congress 2018  
Bremen, Germany, 1 – 5 October 2018**



Thank you for your interest in the IAC 2018! We are looking forward to welcoming you in October 2018.

The IAC 2018 is organized by the International Astronautical Federation<sup>1</sup> and ZARM Drop Tower Operation and Service Company<sup>2</sup>.

The company responsible for the media registration is ZARM Drop Tower Operation and Service Company. For all other services and bookings like the hotel reservation or tickets for the social program the BTZ - Bremer Touristik-Zentrale GmbH<sup>3</sup> is responsible. Please use the following contact options for all enquiries regarding your registration:

e-mail: [media@iac2018.org](mailto:media@iac2018.org)

**At a glance:**

| [Terms of payment](#) | [Cancellation policy](#) | [Hotel reservation](#) | [Changes and amendments](#) |

**Terms and Conditions**

**1. Registration**

The registration as a participant of the IAC includes a congress badge, congress documentation and a congress bag (not for accompanying persons or exhibitors), admission to the “Plenary Programme”, access to the exhibition, the welcome reception and the opening ceremony. Further access to the conference program is optional.

All tickets and conference materials will be handed out to the participants upon check-in at the registration desk. Participants are requested to wear their congress badge at all times for identification and admittance to the conference rooms.

**1.1. Registration fees**

Registration category	Early Registration	Regular Registration	On-site Registration
	Before 30 June 2018	Before 22 Sep 18	
Delegate	980 €	1140 €	1200 €
Delegate (IAF, IAA, IISL member)	820 €	970 €	1080 €
Retired person	470 €	530 €	580 €
Young Professional	370 €	430 €	490 €
Student	100 €	115 €	130 €
Teacher	100 €	115 €	130 €
Accompanying person	90 €	100 €	130 €

<sup>1</sup> hereinafter IAF

<sup>2</sup> hereinafter ZARM

<sup>3</sup> hereinafter BTZ

<b>Media*</b>	<b>Free of charge</b>	<b>Free of charge</b>	<b>Free of charge</b>
<b>Exhibitor</b>	<b>See service book</b>	<b>See service book</b>	<b>See service book</b>

## 1.2. Registration categories

- **Delegate**  
The registration category „delegate“ refers to a regular and full paying participant. Please check carefully, if any of the other categories and discounts apply to you.
- **Delegate (IAF, IAA, IISL member)**  
The registration category “delegate (IAF, IAA, IISL member)” applies to participants who are employees or elected officers of an IAF member organization or who are current members of the IAA and the IISL.
- **Retired person**  
The registration category “retired persons” applies to pensioners that are 60 years old or older on 01 October 2018, no longer employed and full-time retired. The registration as a retired person is only valid if a copy of your passport has been provided to BTZ as a PDF file.
- **Young Professional**  
The registration category “Young Professionals” applies to participants of the IAC that are 35 years old or less on 01 October 2018. Registration as a Young Professional only valid if a copy of your passport has been provided to BTZ as a PDF file.
- **Student**  
The registration category “students” applies to full-time students at a recognized institute (no age limit), however not to PhD students. Registration as a student is only valid if a copy of your valid student certification (or student card) has been provided to BTZ as a PDF file.
- **Teacher**  
The registration category “teachers” applies to educators of the primary and secondary level. The registration as a teacher is only valid if a documentation from their school or authority has been provided to BTZ as a PDF file.
- **Accompanying person**  
Only one accompanying person per delegate, retired person or Young Professional is permitted. For the preparation of the name badge, please provide the first name and family name of your accompanying person. Accompanying persons can be family members, civil partners or translators. They are entitled to have access to the “Plenary Programme”, the exhibition and the welcome reception. They are not having access to any technical sessions.
- **Media**  
The registration category “media” applies to media employees, which includes reporters, editors, videographers and photographers affiliated with recognized broadcast, print or internet media organizations. Please note that ZARM and IAF are responsible for examining the media participants and deciding on the respective participation in the congress. Media participants are not entitled to present in technical sessions. The registration as “media” is processed separately

via <https://www.iac2018.org/media>. To register as “media” you will need to upload a valid press card. If you work in social media you can provide your websites, Twitter or Instagram accounts etc.

- **Exhibitor**

The category “exhibitor” refers to those who visit the IAC in connection with a booth in the space exhibition of the IAC. The registration of the booth representatives must be made via the service book through the respective organization or company that booked the booth. Exhibitors are entitled to have access to the “Plenary Programme”, the exhibition and the Welcome Reception. They are not having access to any technical sessions.

### 1.3. Access to the congress program

	“Plenary Programme” <sup>4</sup>	“Technical Programme”	Exhibition	Coffee Breaks	Welcome Reception
Delegate	✓	✓	✓	✓	✓
Delegate (IAF, IAA, IISL member)	✓	✓	✓	✓	✓
Retired persons	✓	✓	✓	✓	✓
Young Professionals	✓	✓	✓	✓	✓
Full-time students	✓	✓	✓	✓	✓
Primary and secondary level teachers	✓	✓	✓	✓	✓
Accompanying persons	✓	No	✓	No	✓
Press	✓	✓	✓	✓	✓
Exhibitor	✓	No	✓	No	✓

## 2. Terms of payment

All payments must be made in Euros. After the registration was submitted you will receive a written invoice (pdf-document). Only after payment your registration will be accepted. Registration received without a 100 % payment do not constitute in advance registration.

### 2.1. Online registration

Basically there are three different methods of payment for your online registration: bank transfer, SEPA (Single Euro Payments Area) and credit card.

#### 2.1.1. Bank transfer

For the payment method bank transfer, any charges for bank transfers are to be paid by the invoice recipient. The invoice amount must be paid no later than 14 days after receipt of the invoice. Please request your bank to transfer the sum due. This payment method is only available until 31 August 2018.

#### 2.1.2. SEPA

The payment method SEPA is only available in the European Economic Area. With providing

---

<sup>4</sup> The “Plenary Programme” is composed of the Opening Ceremony, the Closing Ceremony, the Plenary events, the Highlight Lectures and Late Breaking News and IAF Global Networking Forum (IAF GNF). The “Plenary Programme” is open to all IAC delegates, including the accompanying persons and exhibitors.

your debit card details during the registration process in the payment-section you will authorize the BTZ to take payment from the mentioned account in terms of direct debit. At the same time, this will instruct the bank to allow BTZ to collect direct debit payments from your mentioned account.

#### 2.1.3. Credit card

For the payment via credit card, the following credit cards may be used: Visa, American Express and MasterCard. The registration amount will be collected by the BTZ – Bremer Touristik-Zentrale GmbH.

### 2.2. On-Site registration

There are two different payment methods available for the registration on-site: credit card payment and cash payment. For the payment method credit card, a charge will be shown to: BTZ - Bremer Touristik-Zentrale GmbH.

### 3. Changes and amendments

The BTZ will charge a service fee of 10,00 Euro for changes, additional bookings and/or amendments of the registration (e.g. change of invoice address) after invoicing.

### 4. Hotel reservation

Please note that if you reserved a hotel via the registration system, the payment has to be made directly to the hotel. Once you have submitted your registration, you will receive a booking confirmation containing all relevant information regarding your booking and a voucher for your hotel reservation. After receiving your hotel voucher please contact the hotel directly, confirm your booking and give them your credit card details. Kindly note in case of late arrival after 6 p.m. credit card details are especially important, as without these details the hotel room can be sold otherwise. In the event of amendment, cancellation or no-show, the terms and conditions of the respective hotels shall apply. BTZ is only the reservation agent and accepts no liability whatsoever.

All prices are stated per room/per night including breakfast/breakfast buffet; the prices are inclusive of VAT at the current statutory rate, i.e. 7 % VAT on the room rate and 19 % VAT on that part of the charge attributable to breakfast. Bookings after 01 August 2018 are subject to price and availability.

### 5. Data security

Registration implies your authorization to allow the ZARM to provide the IAF with your registration information. Personal details that will be provided with your booking are processed electronically and are used exclusively for processing the booking and for customer service purposes. Your data will not be disclosed to any other third parties. Your attention is expressly drawn to the data subject's right of objection pursuant to section 28 (4) of the German Data Protection Act.

### 6. Photo and video recordings

By registering, you give your permission to the organizer to create photo and video material of the conference and its participants. This photo and video material may be published and reproduced for different purposes by the organizer.

### 7. Liability

In the event of force majeure, e.g. natural disasters, ZARM, IAF or BTZ cannot accept responsibility for any financial or other losses incurred by the delegates. ZARM, IAF and BTZ take no responsibility for injury or damage to persons or property occurring during the congress. All insurance, including

medical cover, or expenses incurred in the event of the cancellation of the Congress is the individual delegate's responsibility. Attendees are encouraged to choose a travel insurance policy that includes loss of fees/deposits through cancellation of your participation in the congress, or through the cancellation of the congress itself, loss of airfares for any reason, medical expenses, loss or damage to personal property, additional expenses and repatriation should travel arrangements have to be altered. The organizers will take no responsibility for any participant failing to take out insurance.

## **8. Applicable law**

The registration shall be governed by the German law. The place of jurisdiction is Bremen.

## **9. Social events and Bremen tours**

Due to the number of tickets available, a binding registration is required for the selected event or tour. The booking of social events or Bremen tours is only valid in conjunction with a registration as a participant of the IAC 2018 or as an accompanying person.

Please do not book events or tours that are overlapping each other. In case of overlapping, the BTZ reserves the right to make the selection for you without consultation.

Each tour requires a minimum number of participants. If this number of participants is not reached, the tour will be cancelled and the paid money will be refunded.

## **10. Technical visits**

Due to the number of tickets available, a binding registration is required for the selected tour. The booking of a technical visits or Bremen tours is only valid in conjunction with a registration as a participant of the IAC 2018. Please note that accompanying persons, media and exhibitors are excluded from participation in the technical visits in all cases. Additionally, a booking of the technical tours can only be accepted if the participant provides a copy of the valid passport via e-mail to ZARM ([office@iac2018.org](mailto:office@iac2018.org)). Please do not book visits or tours that are overlapping each other. In case of overlapping, the BTZ reserves the right to make the selection for you without consultation. Each tour requires a minimum number of participants. If this number of participants is not reached, the tour will be cancelled and the paid money will be refunded.

For security and export law reasons of the companies OHB, DLR, Ariane Group and Airbus Defence & Space only restricted access is available, there is no guarantee of participation. Here the approval for participation is the responsibility of the respective company. The registration deadline for these tours is 15 August 2018.

## **11. Cancellation policy for social program**

Written cancellations must be sent to the BTZ – Bremer Touristik-Zentrale GmbH, Convention Office IAC 2018 via fax: +49 (0) 421 30 800 3818/19 or email: [iac2018@bremen-tourism.de](mailto:iac2018@bremen-tourism.de).