

## 15th CONFERENCE ON LEARNING FACTORIES | TERMS & CONDITIONS

The 15th Conference on Learning Factories (hereafter “CLF 2025”) is hosted by the Department of Industrial Engineering, Stellenbosch University (hereafter “Host”) and organised by K.I.T. Group - African Agenda (hereafter “Organiser”).

### REGISTRATION TERMS AND CONDITIONS

1. Once the registrant has received email confirmation of registration, the registration is a confirmed commitment subject to the cancellation terms below.
2. Full payment for registration fees is required upon presentation of invoice. Payment must be made prior to the start of the Conference.
  - 2.1. Payments must be made to “CLF 2025 - Conference on Learning Factories c/o K.I.T. Group - African Agenda”.
  - 2.2. Payments must be made in South African Rand (ZAR).
  - 2.3. Any short payment resulting from bank charges and/or exchange rate fluctuations will be charged back to the registrant.
3. Cancellations must be received in writing by the Organiser. The email address is [registrationcpt@kit-group.org](mailto:registrationcpt@kit-group.org). Non-attendance at CLF 2025 (for any reason) without a written and acknowledged cancellation does not imply any release from financial obligations.
4. Cancellation fees will be imposed as follows:
  - 4.1. Registrants that cancel 60 days or more (up to 24 January 2025) prior to the start of CLF 2025 will receive a full refund minus a 10% administration fee.
  - 4.2. Registrants that cancel between 59 and 30 days prior to the start of CLF 2025 (25 January to 23 February 2025) will be refunded 50% of the amount paid; if fees are outstanding the registrant will be liable for 50% of the amount due.
  - 4.3. No refunds will be provided for no-shows or registrants that cancel within 30 days of the start of CLF 2025 (from 24 February 2025), and the registrant will be liable for the full amount due.
5. Registrations are transferable to another person only if the Organiser is informed in writing. The email address is [registrationcpt@kit-group.org](mailto:registrationcpt@kit-group.org).
6. Registrations may not be shared, i.e., shared name badges will not be issued, and name badges may not be shared with or loaned to others.

### DATA PROCESSING CONSENT

We are committed to protecting your privacy and the security of the personal data you provide to participate in CLF 2025. The following information will assist you to be fully informed before you submit any personal data. Please review the following and give your consent for your personal data to be processed.

#### What is personal data?

You will be required to submit personal data, including contact and demographic information that identifies you personally (e.g., name, address, email address, phone number, etc) to participate in CLF 2025.

The Organiser will use this information for the following purposes: (a) enabling your CLF 2025 participation; (b) communicating CLF 2025-related information to you; (c) marketing CLF 2025 news and opportunities you may be interested in; and (d) sharing limited personal data with third parties that perform CLF 2025 services on behalf of the Host and the Organiser.

Why are we processing your personal data?

We require your personal data to facilitate your participation in CLF 2025. This could include registering for the conference, submitting an abstract, or purchasing a sponsorship package.

Other parties that will have access to your personal data.

Your personal data will only be shared with third parties in order to process your registration, abstract submission, or sponsorship/exhibition booking, and facilitate your participation in CLF 2025; this could include but is not limited to accommodation suppliers, exhibition services suppliers, transport service providers, and CLF 2025 sponsors and exhibitors. Third parties that contact you post-CLF 2025 are required by the Organiser to offer you the option to “opt out” of communications.

How long will we store your personal data?

The Host and Organiser may use this information for as long as they remain active in conducting any of the above purposes.

The right to enquire about your personal data.

You retain the right to ask us about your personal data at any time. Please contact us at [registrationcpt@kit-group.org](mailto:registrationcpt@kit-group.org) with any enquiries you may have.

Nominated Data Protection Officer

CLF 2025 c/o K.I.T. Group - African Agenda, Organiser

Kim Kilpatrick

120 Belvedere Road, Claremont, 7708, South Africa

Email: [registrationcpt@kit-group.org](mailto:registrationcpt@kit-group.org)

#### DISCLAIMER AND WAIVER

As a condition of my participation in CLF 2025, I hereby release the Host and the Organiser, and their officers, directors, employees, and agents from and against all liability for damage or injury that may arise from my participation.

I acknowledge that participation in CLF 2025 events and activities entails some risk, and I do hereby assume responsibility for my own safety. If someone else participates in my place per the CLF 2025 registration transfer policy, the new registrant agrees to this disclaimer and waiver by default of transfer.

The Host and the Organiser intend to take photographs and video of CLF 2025 for use in the Host's news and promotional material, and in print, electronic, and other media. By participating in CLF 2025, I grant the Host and the Organiser the right to use any image, photograph, audio or video recording, or other likeness of me, without limitation, for CLF 2025 and the Host's promotional

materials and publicity efforts, without compensation. I agree that media may be displayed, distributed, or used by the Host and the Organiser for any reasonable promotional purpose, and that all media become the property of the Host.

## LIMITATION OF LIABILITY

The Host and Organiser reserve the right to cancel CLF 2025 without notice or compensation in the event of any delay, default, failure, or cancellation of implementation of any deliverable to or for CLF 2025 which has been caused, directly or indirectly, by any incident of "force majeure". For the purposes hereof, the term "force majeure" shall mean any incident, circumstance, or cause which renders delivery of CLF 2025 substantially or totally impossible or impracticable and which is beyond the control of the Host or Organiser. The term shall include but not be limited to the following:

- Strike, or other industrial action of any kind
- Fire, flood, drought, water shortages, or adverse weather conditions
- Power failure
- Unavoidable breakdown or destruction of facilities or equipment
- Failure of carriers, delays in performance or delivery by sub-contractors, or any other breach by a third party of a material obligation towards the Host or Organiser
- Promulgation, amendment, or rescission of any relevant legislation or regulation by local or national government
- Any occurrence of any nature which renders it reasonably necessary for CLF 2025 to be cancelled

In such circumstances the Host and the Organiser are hereby indemnified and shall not be liable to any registrant, participant, partner, supplier, or other service provider for any loss or damage, save that the Organiser shall only be liable to reimburse the relevant party such amounts as may actually have been received by the Organiser, but after deduction of any costs that have been reasonably incurred by it up to the point of cancellation in preparing CLF 2025. This limited liability does not extend to any payments that may have been made directly or indirectly (on behalf of, e.g., registrants, participants, partners, suppliers, service providers, etc.) to third parties such as hotels or airlines.

The Host and Organiser shall not be responsible for any theft, breakage, destruction, or damages of any kind whatsoever and howsoever caused to personal and/or business items of registrants and their guests, or other participants.

All registrants are to make themselves fully aware of the health and visa requirements in respect of travel to South Africa; if a registrant, their guests, or other participant is unable to participate in CLF 2025 due to not meeting these requirements in any way, the Host and the Organiser will not accept responsibility in any respect.

## ACKNOWLEDGEMENT

By checking the ACCEPT box, I acknowledge that I have read, understand, and accept the Registration and Accommodation Terms and Conditions, Data Processing Consent, Disclaimer and Waiver, and Limitation of Liability.