

General Terms and Conditions for Participation in ISRA 2019

Zoetermeer, January 2019



1. Registration and invoice

Registration for ISRA2019 must be made via the online registration form:

<http://isra2019.eu/registration/>

The registration is binding. By registering, the general terms and conditions are accepted by the participant. After registration, the participant receives a confirmation and invoice. The Nederlands Akoestisch Genootschap (NAG), which is financially responsible for ISRA2019, will make out the invoice.

2. Payment

The conference fees should preferably be paid immediately upon receipt of the invoice. Authors can wait with their payment until the acceptance mail has been sent on April 1, 2019. Authors must pay not later than 1 July 2019 (receiving date). A manuscript submitted without the accompanying fee cannot be accepted.

Attendance at the conference is only possible upon receipt of payment. Should the conference fee not be credited to the NAG bank account prior to the conference opening, an on-site payment will need to be made by debit, credit card or cash payment. This requirement also applies to on-site registrations.

3. Cancellation of participation

Participation must be cancelled by writing directly to NAG (preferably via e-mail to info@isra2019.eu). For already paid fees, please note the following refund policy:

For participants without oral or poster contributions:

If we receive your written cancellation by 31 August 2019, the participant will receive a full refund of the registration fee less a flat charge of €20 for bank fees and handling. After 31 August 2019, no refund is payable.

For authors:

If we receive your written cancellation by 1 July 2019 at the latest, the author will receive a full refund of the registration fee less a flat charge of €20 for bank fees and handling. After 1 July 2019, no refund is payable.

For accompanying persons:

If we receive your written cancellation by 31 August 2019 at the latest, the accompanying person will receive a full refund of the registration fee less a flat charge of €20 for bank fees and handling. After 31 August 2019, no refund is payable.

It is not possible to delegate registration to another person. However, the participation of one person can be cancelled (as described above), and a new participant registered by the usual terms.

4. Data privacy regulations

Please find our data privacy statement according to GDPR available at www.isra2019.eu/registration.

5. Disclosure Agreement & Copyright

By submitting a contribution to ISRA 2019,

- the author confirms that he or she holds the explicit right to use all contents (e.g. texts, pictures) of his / her abstract, paper and presentation. In the case of copyright infringement, the author shall be liable.
- the author confirms that the author list is complete and no name has been omitted of any person who has contributed substantially to the intellectual and creative aspects of the work.

- the author confirms that all contributing authors of this manuscript concur with the submission of this manuscript, with their names being included and with the order in which the names are listed.
- the author permits sending the submitted abstract, or the submitted long abstract to reviewers with or without disclosing the authors' names. This is done with the goal of obtaining independent expert opinions to support the conferences technical committee in assessing the quality of the submission.
- the author confirms that his / her contribution has been composed by acknowledging common scientific standards and that it does not include significant product advertisement.
- the author confirms that the identical manuscript must not have been published in any different place before.
- the author confirms that the Ethical Principles published in these terms and conditions have been followed in preparing the submitted and presented contents.
- the author gives consent to publish the submitted abstract, long abstract and/or the submitted manuscript as written in the Publication Agreement below.

6. Publication Agreement

Agreement on the Publication of a Work on a Publication Repository or a Website

Between

Nederlands Akoestisch Genootschap (NAG)
 Represented by NAG President Gijsjan van Blokland
 Eperweg 32
 8181 EW Heerde
 – hereinafter: CONFERENCE ORGANIZER –

and

The registered author submitting to the ISRA 2019 conference
 – hereinafter: AUTHOR –

§ 1 Subject Matter of the Contract

The Conference organizer seeks to make the electronic publications of contributors to the ISRA 2019 conference available in the long-term for non-commercial purposes either through a website or a publisher/third party.

The author makes the following work available to the Conference organizer, for the purpose of storage in and publication via a publication repository of a publisher/third party or a website in a format as agreed with the Conference organizer:

Abstract(s) and Manuscript(s) of the registered author submitted to the ISRA 2019 conference.
 – hereinafter: WORK –

§ 2 Granting of Rights by the Author and Duties of the Author

1. The author grants the Conference organizer the non-exclusive right to make available, disseminate, copy and electronically store the above named work, including the provided bibliographic information, for an unlimited period of time and free of royalties. If the author has written and included an abstract of the work, the above granted rights extend to the abstract. Intellectual property rights and rights for the exploitation of the work are not affected by the present agreement.
2. The author is responsible for the content of the work.
3. The author warrants that making available the work, including all of its parts, such as illustrations and figures, does not constitute a breach of laws and does not violate the rights of third parties (such as publishing houses).
4. In the case of multi-authorship, the author declares to act on behalf of and in accordance with all other co-authors. The author confirms to indemnify the Publisher/third party from possible claims by third parties.
5. If the work has already been published (e.g. by a publishing house), the author confirms that publishing the work using a publication repository does not breach the contract with the original publisher.
6. The author agrees immediately to notify the Conference organizer if there are any prospective or actual legal obstacles that pose a problem to fulfilling the present agreement or cast doubts on its fulfilment.

7. The author agrees to the bibliographical data being extended and modified by the Conference organizer in accordance with international standards.
8. The author grants the Conference organizer the right to technically modify the work, if necessary, e.g. for the purposes of long-term storage or better and broader accessibility. This includes conversion of the work into other electronic and physical formats, in accordance with § 2 Section 1.
9. The author grants the Conference organizer the right to make the provided bibliographical data available to other databases free of charge. Moreover, he or she grants the Conference organizer the right to make the work available as part of national aggregate orders or for the purpose of preservation (as a rule through the National Library and DFG special collections), as long as there are no agreements to the contrary with third parties, e.g. publishers, that pose obstacles to such proceedings.
10. The Conference organizer may transfer the granted rights by the author to a publisher/third party within the European Union to fulfil the subject matter of the contract.

§ 3 Coming into Effect of the Agreement

The agreement shall come into effect upon the author's registration to the ISRA 2019 conference through the web interface. By registration to the ISRA 2019 conference the author agrees to the conferences general terms and conditions.

§ 4 Place of Jurisdiction

The place of jurisdiction in case of disputes or disagreements arising from the present agreement is Apeldoorn. In case the Conference organizer chooses a publisher/third party outside the Netherlands, the place of jurisdiction is the publisher's/third party's place of jurisdiction. The place of jurisdiction shall be within the European Union.

7. Ethical Principles

Use of human subjects in research should have met the following criteria:

Prospective participants have given informed consent based on the following information the authors have clearly and simply specified to the participants beforehand:

1. The purpose of the research, the expected duration of the study, and all procedures that were to be used.
2. The right of participants to decline to participate and to withdraw from the research in question after participation began.
3. The foreseeable consequences of declining or withdrawing from a study.
4. Anticipated factors that may have influenced a prospective participant's willingness to participate in a research project, such as potential risks, discomfort, or adverse effects.
5. All prospective research benefits.
6. The limits of confidentiality.
7. Incentives for participation.
8. Whom to contact for questions about the research and the rights of research participants. The office/person must have willingly provided an atmosphere in which prospective participants were able to ask questions and receive answers.

Authors conducting intervention research involving the use of experimental treatments must have clarified, for each prospective participant, the following issues at the outset of the research:

1. The experimental nature of the treatment;
2. The services that were or were not to be available to the control group(s) if appropriate;
3. The means by which assignment to treatment and control groups were made;
4. Available treatment alternatives if an individual did not wish to participate in the research or wished to withdraw once a study had begun; and
5. Compensation for expenses incurred as a result of participating in a study including, if appropriate, whether reimbursement from the participant or a third-party payer was sought.

Authors must have obtained informed consent from research participants prior to recording their voices or images for data collection unless:

1. The research consisted solely of naturalistic observations in public places, and it was not anticipated that the recording would be used in a manner that could have caused personal identification or harm, or
2. The research design included deception. If deceptive tactics were a necessary component of the research design, consent for the use of recordings was obtained during the debriefing session.

When authors conduct research with clients/patients, students, or subordinates as participants, they must have taken steps to protect the prospective participants from adverse consequences of declining or withdrawing from participation.

Authors may have dispensed with the requirement to obtain informed consent when:

1. It was reasonable to assume that the research protocol in question did not create distress or harm to the participant and involves:
 - a. The study of normal educational practices, curricula, or class room management methods that were conducted in educational settings
 - b. Anonymous questionnaires, naturalistic observations, or archival research for which disclosure of responses would not place participants at risk of criminal or civil liability or damage their financial standing, employability, or reputation, and confidentiality
 - c. The study of factors related to job or organization effectiveness conducted in organizational settings for which there was no risk to participants' employability, and confidentiality.
2. Dispensation is permitted by law.
3. The research involved the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

Authors must not have made excessive or inappropriate financial or other inducements for research participation when such inducements are likely to coerce participation.

When offering professional services as an inducement for research participation, authors must have clarified the nature of the services, as well as the risks, obligations, and limitations.

Authors must not have conducted a study involving deception unless they had determined that the use of deceptive techniques was justified by the study's significant prospective scientific, educational, or applied value and that effective non-deceptive alternative procedures were not feasible.

Authors must not have deceived prospective participants about research that is reasonably expected to cause physical pain or severe emotional distress.

Authors must have explained any deception that was an integral feature of the design and conduct of an experiment to participants as early as was feasible, preferably at the conclusion of their participation, but no later than at the conclusion of the data collection period, and participants were freely permitted to withdraw their data.

Authors must have provided a prompt opportunity for participants to obtain appropriate information about the nature, results, and conclusions of the research project for which they were a part, and they must have taken reasonable steps to correct any misconceptions that participants may have had of which the experimenters were aware.

If scientific or humane values justified delaying or withholding relevant information, authors must have taken reasonable measures to reduce the risk of harm.

If authors were aware that research procedures had harmed a participant, they must have taken reasonable steps to have minimized the harm.

Publication and Presentation ethics should meet the following criteria:

Authors must not have presented portions of another's work or data as their own under any circumstances.

Authors have taken responsibility and credit, including authorship credit, only for work they have actually performed or to which they have substantially contributed. Principal authorship and other publication credits accurately reflect the relative scientific or professional contributions of the individuals involved, regardless of their relative status. Mere possession of an institutional position, such as a department chair, does not justify authorship credit. Minor contributions to the research or to the writing of the paper should have been acknowledged appropriately, such as in footnotes or in an introductory statement.

If authors discover significant errors in published data, reasonable steps must be made in as timely a manner as possible to rectify such errors. Errors can be rectified by a correction, retraction, erratum, or other appropriate publication means.

If the publication or presentation of the work could directly benefit the author(s), especially financially, then the author(s) must disclose the nature of the conflict:

1. The complete affiliation(s) of each author and sources of funding for the published or presented research should be clearly described in the paper or publication abstract.
2. If the publication or presentation of the research would directly lead to the financial gain of the author(s), then a statement to this effect must appear in the acknowledgment section of the paper or presentation abstract or in a footnote of a paper.
3. If the research that is to be published or presented is in a controversial area and the publication or presentation presents only one view in regard to the controversy, then the existence of the controversy and this view must be provided in the acknowledgment section of the paper or presentation abstract or in a footnote of a paper. It is the responsibility of the author to determine if the paper or presentation is in a controversial area and if the person is expressing a singular view regarding the controversy.

8. Miscellaneous

NAG excludes liability for any program changes or cancellations. Should the conference need to be cancelled completely, already paid conference fees will be refunded. The correctness of the information stated on the ISRA2019 website and within the program announcements is not warranted. The law of the Netherlands applies, the place of jurisdiction is Apeldoorn.