

Conference Terms and Conditions for Participants

1 SCOPE

1.1 The following General Terms and Conditions contain the conditions for participation in 2026 IEEE International Conference on Robotics & Automation (ICRA) taking place on 1-5 June, 2026, hereinafter referred to as the Conference.

1.2 The Conference Terms and Conditions apply to every person participating in the Conference.

1.3 The IEEE Event Registration Terms & Conditions apply to every person participating in the Conference and can be found at <https://www.ieee.org/conferences/event-terms-and-conditions.html>

1.4 The organiser of the 2026 IEEE International Conference on Robotics & Automation (ICRA) is the IEEE International LLC, 445 Hoes Lane, Piscataway, N.J. 08854, USA, on behalf of the IEEE Robotics and Automation Society.

AIM Austria GmbH, Loewengasse 3/6, 1030 Vienna, Austria is authorised to act in the name and on behalf of IEEE International LLC.

2 CONFERENCE PARTICIPATION/REGISTRATION

2.1 The Conference is taking place at the VIECON Messe Wien, Messeplatz 1, 1020 Vienna, Austria. To register for the Conference, participants need to fill in the online registration form on the Conference website: www.2026.ieee-icra.org

2.2 After submitting the online registration form, the participant will receive an automated confirmation of receipt by e-mail. The final confirmation of the booking (conclusion of contract) does not yet take place with this, but only with the separate receipt of the payment confirmation. The participant is only authorised to take part in the Conference once the full Conference fee has been received by AIM Austria GmbH.

3 CONFERENCE FEES

3.1 The Conference fees published on the Conference website apply.

3.2 The amount of the Conference fee depends on the type of participant and the payment date of the registration fee.

3.3 Travel and accommodation are not included in the Conference fee.

3.4 VISA arrangements need to be taken care of by the participant and are not included in the Conference fee.

4 PAYMENT TERMS

- 4.1 Booking fees are binding and must be paid in advance. By placing an order for a Conference registration, the registrant agrees to fulfil the payment obligation, regardless of participation.
- 4.2 Payment may be settled by bank transfer or credit card. Any fees incurred shall be charged to the payer.
- 4.3 Registration fees are dependent on the date the payment is received and will be adjusted accordingly if the payment is not received by the relevant deadline.
- 4.4 Fees are subject to change in the event of legal and/or regulatory changes that may result in price fluctuations, such as changes to the applicable VAT rate, introduction of new taxes, etc.

5 NAME BADGE/ACCESS AUTHORISATION

- 5.1 Participants will receive their name badge at the registration desk at the Conference venue.
- 5.2 To receive the Conference badge, the participation fee must be paid in full before the Conference. Any outstanding balance can be paid at the on-site registration cash desk.
- 5.3 At the Conference the name badge must be worn visibly at all times. Access to the Conference cannot be granted without a name badge.

6 COPYRIGHTS

Participants are obliged to respect the existing copyrights and other rights to the content provided at the Conference and beforehand. It is expressly prohibited to copy the content in whole or in part (e.g. making screenshots, recordings), to distribute it or make it publicly accessible or to remove technical protective measures or copyright or rights notices.

7 CERTIFICATES

- 7.1 The Certificate of Attendance will be sent to all participants by email after the Conference.

8 CANCELLATION/REBOOKING/PROCESSING FEES

- 8.1 Cancellation of registration must be made in writing (email) to AIM Austria GmbH at ICRA2026registration@aimgroup.eu.
- 8.2 Your conference fees for ICRA 2026 can be refunded for a cancellation fee of EUR 50 on or before 11 April 2026 with the following exception: if your registration was used to upload a final paper to the conference, there will be no refund. After 11 April 2026, Conference fees cannot be refunded. All refunds will be processed after the Conference.
- 8.3 Rebooking your registration to a substitute participant is possible without penalty at any time prior to the issuing of the Conference badge. Once the participant has issued their badge, no name

change is possible anymore. Please note that this does not include any changes on the existing invoice.

8.4 For changes to payment information, billing address, invoice changes or other relevant information, a processing fee of EUR 40,00 including tax will be charged.

8.4 A processing fee of EUR 80,00 including tax will be charged for reissuing of a lost name badge. The original name badge loses its validity as a result.

9 PROCESSING OF PERSONAL DATA

9.1 The personal data collected for the fulfilment of the contract will be processed by AIM Austria GmbH in accordance with the provisions of the General Data Protection Regulation.

9.2 Photographs or video footage of participants taken during the Conference will be published and used by IEEE International LLC and AIM Austria GmbH to promote future ICRA Conferences and to disseminate information related to the Conference. By registering for the Conference, delegates agree that photographs of them may be published for these purposes.

10 RESERVATIONS OF CHANGE

10.1 In the event that the Conference is prohibited or unreasonably restricted in its planned scope due to official orders and/or legal prohibitions in connection with a pandemic or other cases of force majeure, the organiser is entitled to cancel the Conference in whole or in part or to change the format of the Conference (e.g. hybrid or virtual format) without the participant being entitled to withdraw from the contract. The participation fees shall be adjusted accordingly.

10.2 The Organiser reserves the right (even at short notice before the start of the Conference) to change the course of the Conference, to replace or cancel individual lectures of the Conference or to change speakers for good cause. This shall only apply if the changes are reasonable, the overall circumstances make these changes necessary, and the overall character of the Conference is preserved.

11 LIABILITY

11.1 The participant acknowledges that neither AIM Austria GmbH nor IEEE International LLC can be held liable for damages if the Conference is hindered or prevented by force majeure such as unforeseen political (e.g. strikes), economic, epidemiological or climatic circumstances, as well as if programme changes (e.g. due to speaker cancellations) or a change to another Conference venue or conversion to a virtual format are necessary.

11.2 IEEE International LLC shall only be liable for damage or accidents suffered by participants in the Conference venue in the event of intent or gross negligence. Neither IEEE International LLC nor AIM Austria GmbH are liable for items brought into the venue (cloakroom, valuables, etc.). The house rules of the venue apply.

11.3 Neither AIM Austria GmbH nor IEEE International LLC assume any liability for the success of the Conference.

12 FINAL PROVISIONS

12.1 Should individual provisions of these General Terms and Conditions be or become invalid or should a loophole become apparent, this shall not affect the validity of the remaining provisions. In place of the invalid provision, the valid provision that corresponds or comes closest to the meaning and purpose of the invalid provision shall be deemed to have been agreed. In the event of loopholes, the provision that would have been agreed in terms of meaning and purpose if the parties had considered this point when concluding the contract shall be deemed to have been agreed.

13 APPLICABLE LAW

The law of the Federal Republic of Austria shall apply. The place of jurisdiction is Vienna.