



**EUROPEAN UNION**  
Delegation to Japan

Press, Public & Cultural Affairs

Tokyo, 25 August 2020  
DELJPN PPCA/RK

**European Higher Education Fair 2020 Japan (EHEF 2020)  
Webinar Series  
Terms and Conditions**

These are the Terms and Conditions for participation in the EHEF 2020 Webinar Series, schooled to run for one month from 27 October 2020, drafted by the **Organizing Committee** (Delegation of the European Union to Japan, Institut français du Japon/Campus France Japon (IFJ), DAAD Japan, to be followed by the **Participating Institution** (the eligible institution, national representation, or their representative, which has made a successful application to the Organizing Committee to participate in the EHEF 2020 Webinar Series)

**I. Institution eligibility**

In order to be eligible to take part in the EHEF 2020 Webinar Series, the institution must:

- be an officially accredited higher education institution with their headquarters in one of the EU Member States, OR
- be an embassy or official national education agency in Japan of one of the EU Member States.

**II. Webinar Series Conditions**

**i) Webinar format**

The format of each individual webinar will be as follows:

-45 minute slot, with the suggested timings being 30 minutes for a presentation, 15 minutes for Q&A (via the webinar platform chat or Q&A function)

-Language: where possible participating institutions are asked to present in Japanese. If this is not possible, presentations should be given in clear and easy to understand English. Interpretation will not be provided by the co-organisers.

-Minimum staff that each participating institution must provide for each webinar: 2 (one presenter, one assistant to manage Q&A function). Technical support will be provided by the co-organisers separate to this.

**ii) Webinar slot allocation**

In the first instance webinar slots are to be offered to all eligible education institutions that were registered for the physical event that had been scheduled to take place in Japan on 16-17 May 2020. If after the initial deadline webinar slots remain, these will be made available to institutions in all eligible countries on a first come first served basis.

Institutions will only be considered on receipt of a complete application form submitted electronically using the online form. The Organizing Committee reserves the right to select institutions to take part in the EHEF 2020 Webinar Series based on the exhibitor selection criteria, as described above. French and German institutions will firstly register participation with Campus France and DAAD Germany.

Participating institutions will accept the webinar slot allocated to them by the Organizing Committee. Each institution must run their own individual webinar. Sharing of webinar slots by multiple institutions is not permitted.

**iii) Promotion and number of webinar registrants**

As explained in the EHEF 2020 Webinar Series outline, a full social media promotional campaign, undertaken in Japanese, and targeting core groups will be undertaken by the co-organisers. Key networks such as the EU Member State embassies in Tokyo, Japanese universities, and relevant government and student bodies, will also be utilised to ensure information about the Webinar Series reaches as large an audience as possible.

However, the co-organisers are not in a position to guarantee a minimum number of registrants to each individual webinar.

### **III. Payment of participation fees**

IFJ, on behalf of the Organizing Committee, will invoice participating institutions once participation has been approved by the Organizing Committee. Participation will only be confirmed when this fee is received. The terms of the payment are stated on the application form and must be respected in order for the institution to be able to take part. The Organizing Committee reserves the right to cancel the contract and the webinar slot if payments are not remitted on time. In such an event, the Organizing Committee shall not be liable for any resulting costs, damage and/or losses charged to the participating institution.

French institutions participating in the Webinar Series will make their payment directly to Campus France in Paris. German institutions participating in the Webinar Series will make their payment directly to DAAD/GATE, which will transfer the respective payments to IFJ.

If, on the instructions of the participating institution, invoices are made out to a third party, the participating institution continues to be liable for all charges.

*- institutions that had paid participation fees for the postponed May event will receive a partial refund once bank details have been confirmed.*

*- institutions that had not paid for the May event will receive a new invoice for the Webinar Series.*

### **Damage to the participating institutions technical equipment**

The Organizing Committee shall have no liability for any damage that occurs to any of the technical equipment used by the participating institutions during their webinar (e.g. computer, tablet etc.). The participating institutions are responsible for taking out adequate insurance.

### **Cancellation of participation**

Cancellation fees will be charged for withdrawal, for whatever reason from the EHEF 2020 Webinar Series as of the date of receipt of written notice of withdrawal. Cancellation rates are as follows:

- 50 percent of the full EHEF 2020 Webinar Series participation fee will be charged if the cancellation is made before the **10<sup>th</sup> October 2020**.
- 100 percent of the full EHEF 2020 exhibitor fee will be charged if the cancellation is made on or after the **10<sup>th</sup> October 2020**.

Notice of cancellation must be given by either e-mail or fax to the Organizing Committee at [delegation-japan-event@eeas.europa.eu](mailto:delegation-japan-event@eeas.europa.eu) or Fax: +81-3-5420-5544

### **Cancellation of the EHEF 2020 Webinar Series**

The Organizing Committee reserves the right to postpone, curtail, move, extend or abandon the EHEF 2020 Webinar Series, if unforeseen events so require. Should it be necessary to postpone, curtail, move or extend or abandon the EHEF 2020 Webinar Series, the participating institutions shall not be entitled to withdraw from the contract nor to claim indemnity.

### **Disclaimer**

The Organizing Committee accepts no liability for loss or damage suffered by the Exhibitor and caused by:

- The failure of any service or amenities which the Organizing Committee is responsible for providing;
- The failure of any service or amenities to be provided by the Webinar Series contractors;
- Cancellation or suspension of the EHEF 2020 Webinar Series due to force majeure, including but not limited to earthquake, typhoon, adverse weather, strikes, fires, floods, terrorism, pandemics, acts of god or any natural disaster, or by reason beyond the Organizing Committee's control.

In such circumstances, and where appropriate, the Organizing Committee may pay any outstanding organisational costs that were unavoidable from the fees paid by the participating institutions. The balance of the fees paid by the participating institutions would be refunded less the unavoidable costs that have been paid by the Organizing Committee. The balance would be divided equally between all Exhibitors. Exhibitors will be responsible for any cancellation charges on any other costs that they may incur.

### **Termination of participation**

The Organizing Committee is entitled to terminate without notice the participation of an institution if:

- The participating institution or its designated representative commits any breach of, or fails to observe, any of the conditions or regulations set out in these terms and conditions;
- The Organizing Committee, at its sole and absolute discretion, decides that participation shall be terminated;
- The participating institution has a receiver appointed over all or part of its assets, enters into liquidation, or commits an act of bankruptcy, whether compulsorily or voluntarily
- The participating institution fails to pay any sum due

### **Agreement to Terms and Conditions**

By submitting the online application form to participate in the Webinar Series, the participating institution agrees to these Terms and Conditions.