



## REGISTRATION TERMS & CONDITIONS

The **2025 BIR World Recycling Convention & Exhibition in Valencia** (hereinafter “Convention”) is **exclusively accessible to fully registered delegates** representing **member companies and national associations affiliated to BIR**, which have paid their 2025 annual membership dues to BIR, as well as to **special guests** and **Observers** (subject to conditions).

Membership within a national federation affiliated to BIR does not automatically entitle a company to register delegates to the Convention at the reduced BIR member conditions.

“**Observer**” registration status can be granted to representatives from non-member companies **for a maximum of one Convention**. After that, every observer needs to make sure that their company joins BIR as a member in order for them to attend any future Conventions. Please note that for new members to be able to register to BIR 2025 Valencia, their membership applications must be submitted **by 1 May 2025** at the latest.

The non-member fee will be charged if the membership status is not valid at the date of registration.

### REGISTRATION

- BIR does not offer a daily registration rate. Each delegate must pay the FULL registration fee mentioned below, regardless of the time spent at the Convention and the number of meetings they are interested in.
- One online registration form must be filled in for each attending delegate.
- **An accompanying life partner is NOT a delegate. The complimentary ‘life partner’ only has access to social events but not to the Convention area. The status of ‘life partner’ excludes business partners, colleagues and other family members.**
- Registrations will not be processed without proof of payment.
- A confirmation will only be sent by email by the appointed registrations management provider, Colloquium, if the above conditions are fulfilled and after the payment has been received.
- Each participant should be registered with their own unique email address in order to gain access to products and services related to the Convention, such as access to the mobile app, conference proceedings, online evaluation and printed participants list.

**Registration must be completed via the online platform provided on the BIR Convention website.**

The registration service will be carried out on our behalf by Colloquium and the networking app will be provided by Swapcard.

### REGISTRATION FEES

Fees are indicated in Euros including local VAT (21%) and are payable for each participant. If participants are found to be ineligible for the membership and/or other discounts under which they have registered, BIR reserves the right to audit or adjust the registration fees applied.

**The registration fee includes:**

- Participation in the plenary meetings and workshops.
- Access to the exhibition and networking area.
- One Invitation to the Welcome Evening.
- One networking buffet luncheon per day (to be selected on the registration form).
- Access to the event’s mobile app
- (If applicable) Accompanying life partner’s complimentary invitation to the Welcome Evening\*

\* When mentioned on the registration form, the life partner (under the condition that they are not involved in business and/or not listed in the BIR membership database) receives a complimentary invitation to the Welcome Evening. BIR reserves the right to audit or adjust the life partner applications for a Welcome Evening ticket, in case the above conditions are not met. Access to the Convention area, including to networking luncheons, is restricted to fully registered delegates, and no badge is provided to life partners. Requests for a life partner Welcome Evening ticket must be submitted via the online registration form.



**CATEGORIES OF FEES\*** (in € including VAT)

+ A delegate from a company:

CATEGORY	On or before 20 February 2025 (incl. VAT)	Between 21 February and 25 May 2025 (incl. VAT)	On or after 25 May 2025 (incl. VAT)
<b>BIR Gold Member*</b>	1650 €	1750 €	1850 €
<b>BIR Ordinary Member</b>	1750 €	1850 €	1950 €
BIR <b>member</b> company exclusively active in <b>Paper,</b> <b>Textiles, Plastics or Tyres</b>		1250 € (all times)	
<b>Young Trader**</b> (representing a BIR member company – under 35 years old)		1350 € (all times)	

**\*Special discount:** For any Gold Member company that wants to register more than two delegates as Gold Member registration, a special discount of 20% will be applied to additional delegates' registration fees, provided that all registrations are completed, paid and not cancelled.

**\*\*** Representing a BIR member company – under 35 years old. A photocopy of the ID card is compulsory.

+ An **Observer (Non-Member)\*:**

CATEGORY	Registration fee (incl. VAT)
<b>Observer</b>	2250 € (all times)

+ An **Exhibitor:**

CATEGORY	One staff (incl. VAT) per person	Two staff (15% discount) (incl. VAT) per person	Three staff (25% discount) (incl. VAT) per person	From four staff (30% discount) (incl. VAT) per person
Exhibitor from a BIR <b>Gold</b> <b>Member</b> company	1250 €	1050 €	940 €	875 €
Exhibitor from a BIR <b>Ordinary</b> company	1450 €	1230 €	1085 €	1015 €
<b>Non-Member</b> Exhibitor	1950 €	1650 €	1450 €	1350 €



## METHODS OF PAYMENT

- Only via credit cards: VISA / MasterCard / AMEX.  
Bank transfers and checks are not accepted.
- The online registration system uses secure encryption to protect your card and personal details.
- You will receive an invoice at the end of the registration process.
- Access to the mobile app & networking platform will not be provided unless all fees are paid.
- All costs are to be borne by the ordering customer.

## CANCELLATION, SUBSTITUTIONS AND REFUND POLICY

BIR is aware that your business environment is continuously changing, and our aim is to support you with a flexible approach when it comes to BIR Convention registration cancellations. However, please keep in mind that we commit to expenses for each participant well in advance of the event and we must strictly adhere to the cancellation and refund policy outlined below.

### REFUNDS

**Please note there will be no refunds:**

- On social events tickets;
- To participants not attending plenary meetings, workshops, coffee breaks, networking luncheons or evening functions included in their registration fees.

### CANCELLATION

All **cancellations of registration** must be notified in writing to [bir@clq-group.com](mailto:bir@clq-group.com) and will be subject to the following conditions:

- Cancellations received on or before 21 April 2025: full refund of the registration fee minus an administrative fee of 250 €;
- Cancellations received from 22 April 2025: no refund will be granted.

Any applicable **refunds** will be processed after the Convention. Any refunds to credit card payments may only be credited back to the original credit card and cannot be refunded to a different card.

In case of overpayment or double payment, refund requests including valid proof of the overpayment or double payment must be made in writing to [bir@clq-group.com](mailto:bir@clq-group.com) no later than two weeks after the closure of the Convention.

### SUBSTITUTIONS

**Substitutions** are permitted until **15 May 2025**. Substitutes must work for the same company as the original registrant, must be in the same registration category (or additional fees may apply) and invoicing information must stay the same. Substitutions must be notified in writing to [bir@clq-group.com](mailto:bir@clq-group.com). Once a badge has been issued onsite, substitutions are no longer allowed. Sharing of registrations is not permitted.

**Beware of badge fraud:** Lending a Convention badge will result in the immediate exclusion from the Convention and expulsion from BIR Membership. Random checks will be carried out throughout the Convention area.

BIR strongly advises against doing business with non-registered individuals. Knowing your customers avoids bad surprises.



### **ACCESS TO THE CONVENTION, EXHIBITION AND NETWORKING AREAS**

Registered delegates and guests must wear their official badge and event lanyard at all times.

Access to all meetings, exhibition & networking areas, plenary sessions, networking luncheons and social events is restricted to registered delegates and guests wearing their badge and showing the relevant invitation cards or tickets.

For security reasons, badges are strictly personal and will include a photograph of the badge holder. Registered delegates and guests are kindly requested to always carry a photo ID or a copy of their passport.

Lost badges and tickets will not be replaced and will imply new registration and payment of registration fees.

### **PHOTOGRAPHY, AUDIO AND VIDEO RECORDING**

BIR reserves the right to photograph and videotape all BIR events and participants and to use these photographs and videos in any internal and external communication related to BIR Conventions, including, but not limited to, its websites and mobile application, social media pages, programme, newsletters, annual reports etc. BIR Convention participants consent to such uses and grant all rights for all use on all media to BIR without any form of compensation.

By attending the BIR Convention, you acknowledge and agree that where you choose to participate in webinar or video conferencing elements of the event, you are giving BIR consent to store recordings for all those meetings that you join, if such recordings are in our system. If you do not consent to being recorded, you can choose to leave the meeting or event. You allow BIR or any third party licensed by BIR to use, distribute, broadcast or otherwise globally disseminate your likeness, name, voice and words before, during and any time after the online event, and in any form, without any further approval from you or any payment to you. This includes the right to edit the media, and the right to use that media alone or together with other information.

### **MOBILE APP AND ONLINE PLATFORM**

The mobile app provider of the 2025 BIR Convention is Swapcard. By registering to the BIR Convention, you agree to your profile, consisting of your name, job title, activity fields, email address, company name and photograph, being created on the event's online platform and mobile application. Your profile will be visible to other attendees on the platform and mobile application, unless you opt to disable visibility.

Data collected to this end is shared with a third-party service provider within the European Union to publish the online platform and mobile application. To find out more about their privacy policy, please visit: <https://www.swapcard.com/privacy-policy>

### **THIRD-PARTY CONTENT**

The mobile app and online platform of the BIR Convention may contain hyperlinks to third parties such as exhibitor and sponsor websites, as well as contributions posted by attendees including videos, images, descriptions, hyperlinks, and other content. BIR is not responsible or liable in any way for any content posted by third parties or hyperlinks to third parties, and you should review any terms and conditions when visiting their websites.



## LIST OF PARTICIPANTS

BIR will not circulate any list of participants prior to the event. Personal data provided during registration are kept strictly confidential and will not be shared or sold to third-parties. The only official list of participants will be the one available online through the Convention mobile app and platform and the printed version which will be distributed onsite.

**Important: Unauthorized third-parties might contact you by phone or email trying to sell so-called contact data of participants at the Convention. DO NOT enter into a commercial relationship with such companies under any circumstance.**

## DATA PROTECTION

By registering for the BIR Convention, the participant agrees that personal data will be processed by BIR (Bureau of International Recycling aisbl, Avenue Franklin Roosevelt 24, 1050 Brussels, Belgium) or its partners for registration and handling purposes, as well as to send you information in connection with BIR Conventions. If data indicated as "required" is not submitted, BIR cannot complete your registration.

Participants may use your contact details for networking purposes should you have opt-in to share such information when registering online. BIR's selected partners may also use your contact details for direct marketing purposes, provided that you opt-in to receive such information when completing the registration form.

You further agree that your personal data may be transferred to countries outside the European Union. You have the right, upon request, to object to the processing of your personal data for direct marketing purposes. You also have the right to access and rectify your personal data by contacting Colloquium at [bir@clq-group.com](mailto:bir@clq-group.com).

Please refer to the [BIR Privacy Notice](#) for more information.

## VISA AND LETTER OF INVITATION

Some participants may need a letter of invitation from the Convention organisers in order to obtain a visa for entry into Spain. The organisers will not be able to contact or intervene with any embassy or consulate office abroad on your behalf. This procedure is intended to assist participants who need to obtain a visa or permission to attend the BIR Convention and is not an official invitation covering fees and/or any other expenses or financial support from BIR.

Please start the visa application process as early as possible and at least six weeks prior to your departure. The organisers are not to be held responsible for the outcome of your visa application.

When you are registering, please tick the appropriate box to indicate that you require an official letter of invitation. Passport number, date and place of issue and expiry date will need to be filled. You will be able to download your official letter of invitation automatically after we have received your payment.

**Important:** BIR declines any responsibility in case a participant does not obtain their visa in due time. Should a delegate cancel their registration/hotel reservation because a visa has not been granted, the delegate will be bound by the Convention registration terms and conditions. We recommend that delegates subscribe to an insurance covering any possible cancellation charges of their trip.

## INFORMATION AND COMPLAINTS

Any request for information, specifications and possible complaints concerning BIR Services must be directed to the following address, within 30 days following the end of the Convention: BIR, Avenue Franklin Roosevelt 24, 1050 Brussels, Belgium, email: [bir@bir.org](mailto:bir@bir.org), Tel: +32 2 627 57 70. No complaint shall be processed after this time limit.





## GENERAL TERMS AMENDMENTS

BIR reserves the right, at any moment, to change, modify, add or withdraw some parts to the present general registration Terms & Conditions, specifying that such amendments are not applicable to the services reservations previously made. It is thus imperative that the participant knows and accepts the Registration Terms & Conditions when registering to the Convention, and in particular to check the provisions in effect.

## DISCLAIMER

BIR may not be held responsible for any loss, injury or damage to any property, whatever the cause may be. Liability of persons and enterprises providing means of transportation or other services, however, remains unaffected.

Should the venue, programme or speakers change, or should the event be partially or completely cancelled for any reason outside the organiser's control (including, but not limited to, acts of war/terrorism, global disease outbreak, extreme weather conditions and/or industrial action), the organisers will endeavour to reschedule, but shall not be held responsible for any costs, damages or expenses incurred by the registrants including registration fees.

If for any reason the organisers decide to make material changes to this Convention, they are not responsible for airfares, hotels or other costs incurred by the registrants.

The participant takes part in the Convention, all tours and functions at their own risk.

The organisers may not be held liable for any costs or damages incurred as a result of events outside of their control; including, but not limited to, force majeure, strikes, consequences of global disease outbreak and/or public manifestations.

Only written arrangements are binding.

The sole registered office of BIR is located in Brussels (Belgium). In any disputes that may arise concerning the execution or interpretation of the present General Regulations, both parties agree that they will be subject to Belgian law and that the commercial courts of Brussels will be competent, without prejudice to BIR's right to initiate proceedings under the laws and before the courts of the participant's registered office in the event any sums are due by the participant to BIR.

Registration of a participant entails acceptance of these conditions. The BIR Convention Registration Terms & Conditions apply to all registrations.

## PRIVACY POLICY

**General Data Protection Regulation (GDPR):** Your privacy is important for us and we take your data seriously.

BIR collects and processes personal data in accordance with applicable data protection legislation, in particular the General Data Protection Regulation 2016/679 of 27 April 2016 ("GDPR").

BIR does not collect or store any of your personal data without your consent when you are visiting the Convention website and registration form.

BIR may however obtain your personal data in the context of interactions with you as a member, a partner, a relevant stakeholder, a supplier of goods or services or a (potential) employee.

You can find our [Privacy Notice](#) explaining why and how we collect your personal data, the measures we take to protect your data and how long we retain your data. The GDPR also grants you certain rights as a data subject. If you have questions regarding the processing of your personal data, you can always contact us by email ([privacy@bir.org](mailto:privacy@bir.org)) or by letter to BIR, Avenue Franklin Roosevelt 24, 1050 Brussels, Belgium, Attention "Privacy".