

## Registration Form for Teams

### *CYBATHLON BCI Series 2019*

The CYBATHLON BCI Series 2019 event is organised by the organising committee of the Institute of Neural Engineering, Graz University of Technology in cooperation with administrative departments of Graz University of Technology (hereafter the BCI Series 2019 organisers).

This form serves as the registration form for participation in the CYBATHLON BCI Series 2019. CYBATHLON BCI SERIES 2019 will take place at Graz University of Technology, Graz, Austria, September 17, 2019.

**The registration will only become valid and binding after acceptance of the registration form by the BCI Series 2019 organisers and after receipt of payment of the registration fee.**

Only **teams** can register for participation in the CYBATHLON BCI Series 2019. A team consists of a technology provider (at least one person from a research laboratory or company, or a private individual) and at least one pilot (person with a physical disability).

The following roles define a team:

Team officials:	
Team manager	Responsible for the team participation in a specific discipline.
Pilot	Person with disability participating in a discipline.
Backup pilot	A backup pilot takes the role of the pilot if the pilot drops out or withdraws the participation.
Care person	A care person (also caregiver or carer) is a member of the pilot's social network helping with activities of daily living.
Support person(s)	Supports the team, e.g. technical support, communication, etc.

The **main responsible person** for the team is the person who takes responsibility for the team and who will guarantee for the statements which this person signs. If the main responsible person is also present at CYBATHLON BCI SERIES 2019 as a team official, she/he needs to be a registered, e.g. as a team manager, pilot or support person. However, it is not mandatory for the main responsible person to be present at CYBATHLON BCI SERIES 2019.

### **Costs**

To register for participation in a discipline of CYBATHLON BCI SERIES 2019, payment of a fee is required. The fee needs to be paid within **14 days** after acceptance of this form; otherwise, the starting slot will be given to a team on the waiting list. If the registration is withdrawn until the withdrawal deadline (see Important Dates), half of the fee will be reimbursed.

<p><b>The registration fee includes</b></p> <ul style="list-style-type: none"> <li>- 1 starting slot</li> <li>- Registration to CYBATHLON BCI SERIES 2019 for: <ul style="list-style-type: none"> <li>o Team manager</li> <li>o Pilot (incl. care person)</li> <li>o Backup pilot (incl. care person)</li> </ul> </li> <li>- Safety review process of device (TecCheck) and pilot (MedCheck)</li> <li>- CYBATHLON hotel shuttle service for pilot, backup pilot and team manager (if travelling with the pilot)</li> <li>- Medical and infrastructural support (incl. team locker room)</li> <li>- CYBATHLON promotional activities to introduce the team (online/print) and connection with media</li> <li>- Team accreditation (access to team zone)</li> <li>- Meals on the competition days and on the mandatory registration, TecCheck and MedCheck day for the team manager, pilots and care persons</li> <li>- Team members receive a reduced fee for the 8<sup>th</sup> Graz BCI Conference to be held from September 16 to 20, 2019.</li> <li>- Teams get the chance to present their system in a scientific way during a specific poster session at the 8<sup>th</sup> Graz BCI Conference 2019.</li> </ul>	<p><b>EUR 1200.-</b></p>
<p><b>Additional support person fee</b> (can be registered at a later stage, see Important Dates) includes</p> <ul style="list-style-type: none"> <li>- Team accreditation (access to team zone)</li> <li>- Meals on the competition days and on the mandatory registration, TecCheck and MedCheck day</li> </ul>	<p><b>EUR 150.-</b></p>

### Travel funding

Teams from universities and non-profit organisations are invited to apply for travel funding for CYBATHLON BCI SERIES 2019 (up to EUR 2000 per team). Travel funding will be distributed on a competitive basis. Selection will rely on the quality and maturity of the technology of the device, the potential risks with respect to function and safety, the experience of the technology provider, the geographical origin and the financial possibilities of the teams. Please provide the respective information below or leave blank if your team is not from a university or non-profit organization (1.1).

1.1	Application for travel funding	<input type="checkbox"/> yes <input type="checkbox"/> no
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### Registration Priorities

The total number of pilots eligible is limited to sixteen:

- Registrants will be eligible on a first-come, first-served basis.
- Two wildcards are kept by the BCI Series 2019 organisers and awarded to teams of special interest (no later than May 31, 2019).
- Graz University takes one starting slot.

If one of the following situation occurs, the team will be put on the waiting list:

- 3 starting slots in the respective discipline have been given to teams of the same country (rule expires on May 31, 2018).

- 1 starting slot has already been given to the same institution or company (rule expires on May 31, 2019)

### Important Dates

A.	Opening of team registration	March 1, 2018
B.	Opening of pilot registration	July 1, 2018
C.	Deadline for withdrawing the registration for the starting slot in written form (half of the fee paid back; no fee refund beyond this date)	July 1, 2019
D.	Opening of support person registration	January 15, 2019
	Deadline for submission of completed and acceptable device safety documentation (TecCheck)	
	Deadline for submission of pilot registration incl. required documents	
G.	Deadline for support person registration	May 1, 2019
H.	Mandatory registration, technical check of devices (TecCheck), and medical check of pilot (MedCheck) onsite at the CYBATHLON venue	September 16, 2019
I.	CYBATHLON BCI SERIES 2019	September 17, 2019

### Device/Project Information

Please provide a detailed description of your device or the device that you plan to develop for CYBATHLON BCI SERIES 2019 if the device is not yet finalized. Please provide as much information as possible and attach drawings, photographs, videos, and other material (publications, patents, risk management files). This information is required to assess the functional status and safety of the device and will be used as one of the criterion for acceptance of this registration. All information will be treated as confidential (see Privacy section below).

3.1	Name of the device or project	
3.2	Description of the device (general function, goal of use)	

3.3	Components (materials, joints, actuators, sensors, controllers)	
3.4	Attachment to pilot	
3.5	Function	
3.6	Potential risks	

**Privacy**

Austrian privacy law is applicable. The BCI Series 2019 organisers warrant that the processing of personal data will be carried out lawfully, in good faith, and in an appropriate fashion. Personal data will be protected against unauthorized processing.

Upon request, e-mail address(es) may be disclosed, mainly to sponsors or the public for non-commercial purposes regarding the CYBATHLON BCI Series 2019. Other personal data will not be disclosed without consent.

For all teams, in any case, the following information will be published to introduce the teams to the public (e.g.

for the CYBATHLON BCI Series 2019 website, the event leaflet, and team introduction during the competition by the moderator):

- Team name
- Team origin (City, Country)
- Team affiliation (Company, Institution)
- Team officials' names such as pilot(s), team manager, support person(s), main responsible person

Therefore, with the above mentioned exceptions, all information provided by the registrants will be treated as confidential unless the respective person consents that it may be disclosed (please tick respective boxes in the respective sections).

### Team Information

<b>4</b>	<b>Team</b>	
4.1	Team name (max. 14 characters incl. spaces)	
4.2	Website	
<b>5</b>	<b>Organisation information</b>	
5.1	Name of organisation, unit, laboratory	
5.2	Location (country, state, city)	
5.3	Type of organisation	<input type="checkbox"/> university/non-profit <input type="checkbox"/> company <input type="checkbox"/> other: _____
<b>6</b>	<b>Main responsible person</b>	
6.1	FAMILY (LAST) NAME	
6.2	First name, middle name	
6.3	Institution/Company	
6.4	Street, Number	
6.5	Postal code	
6.6	City	
6.7	Country	
6.8	Citizenship	
6.9	Email address	

6.10	Phone office	
6.11	Phone mobile	
6.12	Title	<input type="checkbox"/> Ms <input type="checkbox"/> Mr <input type="checkbox"/> other: _____
6.13	Email address may be disclosed for event related media purposes, sponsors, or public	<input type="checkbox"/> yes, I allow disclosure <input type="checkbox"/> no, I do not allow disclosure
6.14	Invoice address	
<b>7</b>	<b><i>Team manager</i></b>	
7.1	Same as main responsible person	<input type="checkbox"/> yes <input type="checkbox"/> no (please complete below)
7.2	FAMILY NAME	
7.3	First name, middle name	
7.4	Phone mobile	
7.5	Email address	
7.6	Title	<input type="checkbox"/> Ms <input type="checkbox"/> Mr <input type="checkbox"/> other: _____
7.7	Email address may be disclosed for event related media purposes, sponsors, or public	<input type="checkbox"/> yes, I allow disclosure <input type="checkbox"/> no, I do not allow disclosure

### Conditions of Participation

After the BCI Series 2019 organisers have reviewed and accepted this registration form, the registrant will be informed about the next steps. The registrant will be asked to submit further documents and forms to assure safety of the device and insurance of the technology provider and pilot. The documentation listed below must be sent to [BCISeries2019@tugraz.at](mailto:BCISeries2019@tugraz.at) before the deadline D. (see Important Dates). If proper safety cannot be guaranteed, as judged by the BCI Series 2019 organisers, the team may not participate in the BCI Race.

#### Required Pre-event

- Device safety documentation (TecCheck) according to protocol including:
  - Completed BCI Series 2019 TecCheck protocol (provided by BCI Series 2019 organisers)

- CE, FDA or equal certification (copy of certifications) or detailed risk analysis, in English. If a new development/prototype is used or if certified components are combined or modified, a risk analysis of the overall system is required (template is provided by BCI Series 2019). If certified devices (CE, FDA or equivalent) are used as intended (as declared in the certification), a statement that the device has not been modified and that the device will only be used as intended together with the device manual and certification is required.
- Photos of the device including overviews and close-up views.
- Video proving functionality of the device including different views of the device showing function with and without pilot using the device.
- Pilot registration including:
  - Pilot registration form (provided when pilot registration opens, see Important Dates)
  - Written confirmation signed by a medical doctor that the pilot is fit for participation in CYBATHLON BCI race in German/French/Italian/English/Spanish. A document written and signed by a medical doctor is required.
- Passport type photo of each team official (for accreditation/badge, portrait, w: 480 px, h: 640 px): Please name the photo with first name, FAMILY name, and function in the team and with the team name (e.g. John\_SMITH\_TeamManager\_BestTeamInTheWorld.jpg)

Once onsite, at the registration, each team official will be asked to sign the following documents:

#### Required Onsite

- Adequate proof of insurance for all team officials, namely against accidents, injuries, and personal liability. In any case, insurance is the team officials' own responsibility. The team officials will be asked, onsite, to sign a registration sheet, including insurance statements. If that document is signed, the BCI Series 2019 organisers must and will assume that adequate insurance coverage has been obtained as requested.
- Confirmation of usage of photographs and recordings. Team officials will be photographed and filmed during the CYBATHLON BCI Series 2019. Photographs and films will be used to further promote the CYBATHLON. The undersigned team officials will be asked, onsite, to sign a registration sheet to confirm that photographs, live broadcast, and recordings can be used without financial compensation and without geographical or time restrictions.

**The technology provider bears full liability in case of an accident due to a defect of the device. BCI Series 2019 organisers recommends pilot and technology provider to make a mutual agreement outlining liability in case of an accident. Importantly, the teams shall provide the pilots with sufficient training of the tasks prior to the competition.**

In any circumstances, at any point before or during the CYBATHLON BCI Series 2019, the BCI Series 2019 organisers reserve the exclusive right to reject or exclude teams or their officials, e.g. if safety conditions are not fulfilled, submitted forms are incomplete or required information is not provided. At any point during the CYBATHLON BCI SERIES 2019, the devices may be inspected by the safety committee of BCI Series 2019 organisers. If the committee considers that the safety requirements are not met or if the team refuses the inspection, the team will not be allowed to participate in the competition. Safety documentation and all other information is treated as strictly confidential.

#### Disclaimer

The BCI Series 2019 organisation refuses any responsibility for hazards caused by the devices used or that occur during participation in the CYBATHLON BCI SERIES 2019.

## Agreement

The undersigned confirms that the application form is filled out correctly and truthfully.

The undersigned and the team have understood that the organisers may reject or exclude the team or single pilots, if device criteria (with respect to function and safety) or pilot criteria are not met in the judgement of the organisers.

The undersigned and the team have read, understood and accepted the **Races & Rules for CYBATHLON BCI Series 2019** and accept any modification that will be made in the rules.

The undersigned and the team agree to participate in Radio/TV productions, cooperate with any media partners of the BCI Series 2019 organisers, and accept that live broadcast, footage, and photo material of the CYBATHLON BCI SERIES 2019 including the competition will be published.

Although all possible precautions shall be taken to protect pilots by the technology provider and as far as possible by the BCI Series 2019 organisers, participating pilots acknowledge that the technology used in this event may not have been fully tested by the technology provider (research lab or company) and it is not possible to eliminate all risks and unforeseen hazards. Pilots taking part in this event require medical clearance and do participate at their own risk. Technology providers such as research labs or companies do participate at their own risk.

Participating teams acknowledge that adequate insurance of all the team officials, especially against accidents and injuries, is required to participate.


Please note that completing the registration form does not automatically guarantee the team participation at CYBATHLON BCI SERIES 2019. The team's registration will be reviewed by the BCI Series 2019 organisers and the registrant will be informed about the preliminary acceptance to participate at CYBATHLON BCI SERIES 2019.

Registrants will be notified of any changes to the **Races & Rules for CYBATHLON BCI SERIES 2019** mentioned in this form.

Recourse to the courts concerning decisions of the BCI Series 2019 organisers is not permitted.

Now and therefore

*I, the undersigned main responsible person, representing the team in the CYBATHLON BCI SERIES 2019 and their preparation stage acknowledge herewith that participation/participation of:*



*(please write your research lab/company name here)*

*in the event involves the risks inherent in such events with developed prototypes. I assume all the risks of CYBATHLON BCI SERIES 2019 and the preparation stage, including health and personal safety risks. Furthermore, I am obligated to follow instructions delivered by the BCI Series 2019 organisers at all times.*

*For the avoidance of doubt, participation in the CYBATHLON BCI SERIES 2019 is governed by Swiss law.*

Therefore, in consideration of the risks, I, the undersigned, intending to be legally bound, consent to the assumption of such risks. I confirm that the content of this form is true and complete

Please send both an electronic AND a printed, signed (wet ink) and scanned copy by email to the BCI Series 2019 organiser (BCISeries2019@tugraz.at).



Date

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*Registration Form*



Place

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Name and signature of main responsible person

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