

## **General Terms of Business**

### **Registration and Confirmation**

Registrations will only be accepted subject to available capacity. Registration for all booked elements of the event is binding on receipt of a written confirmation of booking from the organizer.

### **Payment of Charges**

Charges for the expert contributions at the meeting and the costs for the social event and supporting programme will include the prevailing value added taxes (currently 20% and 10%).

All charges are payable immediately on receipt of the note of booking. Only incoming payments with the participant name(s) and the registration number/invoice number can be considered.

Payment may be made by bank transfer .

### **Services**

The registration fees cover the attendance at the meeting programme, the exhibition and the presidential reception as well as the networking evening. All meeting documentation, a name badge, confirmation of participation are included and generally distributed at the meeting venue.

### **Cancellations, Changes in Reservations, Refunds**

Cancellations must be made in writing.

They are only accepted up to February 28, 2019 free of charge and are subject to an administrative fee of Euro 72,-.

Cancellations received between March 1, 2019 and by May 31, 2019 are subject to a cancellation charge of 50% of the registration fee/supporting programme.

After this date, and in the case of non-attendance at the event, the full charges detailed in the confirmation of booking are payable and not refundable.

Any changes in reservations (name change, change of invoice aso) after the issue of the confirmation of booking are subject to an administrative fee of Euro 40,--. Late or on-the-spot bookings can only be accepted by the organizer subject to availability.

All approved refunds will be paid after the event.

### **Invitation Letters & Visas Conference Policy**

If you need a travel visa to Austria, we will be glad to issue an invitation letter to support your visa application.

*Invitation letters will only be issued once your registration and payment have been completed.*

Invitation letters will be sent by e-mail.

In order to request an invitation letter, just [e-mail](#) us with the following data:

- a good-quality scan of your passport (.pdf or image format)
- surname/family name and given names, exactly as they appear in your passport
- contacts: e-mail, phone number and (if available) fax number
- passport number
- date of birth
- place of birth
- authority
- valid from
- expiration
- full postal mail address, fax and email of your embassy

Should your application be denied, the organizing committee cannot change the decision of the Ministry of Foreign Affairs, nor will we engage in discussion or correspondence with the MOFA or the Embassy on behalf of the applicant. The registration fee cannot be refunded when the VISA application of individual be denied.

## **Force Majeure, Exclusion of Liability**

Any unforeseen political or economic circumstances or any other force majeure render it difficult or impossible to arrange the event or elements thereof, or if it cannot take place due to cancellations do exclude any claims for compensation.

## **Hotel Reservations, Exclusion of Liability**

CEE MEETINGS is merely a provider of hotel reservations and assumes no liability for such. Bookings/Booking changes/Cancellations must be made directly with the hotel. The terms of cancellation of the hotel in question are applicable.

## **Liability Limit**

CEE MEETINGS only acts as an agent for the event programme offered by the organizer and assumes no liability for such. The individual service provider assumes sole liability for the provision of the services booked and any shortcomings in such services. Participation in the activities of the supporting and evening programmes is at the individual risk of participants.

Neither the event managers nor the meeting organizers assume liability for accidents, personal injuries, theft or additional costs incurred due to changes of date, venue or the programme of the event.

Additionally, no liability is assumed for additional costs incurred due to delays, changes or cancellation of flights, trains or other means of transport, or due to strikes, illness, weather or other natural disasters.

Each participant is responsible for ensuring personal theft, accident, health and travel insurance coverage.

Participants and accompanying persons take part in meetings at their own risk.

The organizer has exclusive responsibility and the right to do changes to individual elements of the meeting. Speakers cancellation

or related changes, changes in programme do therefore exclude any claims for compensation.

**Legal Jurisdiction, Place of Performance and Court of Jurisdiction**

Terms and conditions are subject to Austrian law.

Vienna constitutes the place of performance and court of jurisdiction for all claims.

**Vienna, January 2019**