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's 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 is included and generally distributed at the meeting venue.

Cancellations, Changes in Reservations, Refunds

Registration becomes binding upon completion of the registration process. By registering, participants accept the applicable terms and conditions, including the cancellation policy set out below.

Cancellations must be made in writing.

They are only accepted up to February 1, 2027 free of charge and are subject to an administrative fee of Euro 80,-.

> Cancellations received between February 1, 2027 and by April 30, 2027 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 80,-. 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 or pandemic 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.

Participants are aware that they may be filmed or photographed during the event. They therefore agree that the organizer may publish this content on the website or social media during and/or after the event.

Vienna, August 2026