



## CANCELLATION POLICY / TERMS & CONDITIONS

### Fees for Sponsors & Exhibitors

**2 company representative registrations are issued per 6m<sup>2</sup>** with a maximum of 9 company representative registrations being allocated per booth.

Additionally, sponsors receive the following amount of included registrations:

	Company Representative Registrations	Full Congress Registrations
<b>Gold Sponsor</b>	12	6
<b>Silver Sponsor</b>	8	4
<b>Bronze Sponsor</b>	4	2

### Access rights:

**Company Representative Registrations:** allow access to the exhibition area as well as the own company sponsored symposium, but no entry to scientific sessions.

**Full Congress Registration:** allow access to the exhibition as well as to the scientific sessions.

### Additional registrations:

Additional **company representative registrations** can be purchased for **EUR 250,00**.

Additional **full congress registrations** can be purchased as following:

	Early Bird Fee until March 6, 2019	Regular Fee until May 28, 2019	Late Fee from May 29, 2019
<b>Regular participant</b>	EUR 680,00	EUR 780,00	EUR 880,00

To register company staff please fill out the registration terms and conditions and send this document to Daniela Bierbaum ([bierbaum@mondial-congress.com](mailto:bierbaum@mondial-congress.com)) until no later than **May 30, 2019**. Upon receipt of the signed document, an Excel Group Name List template will be provided. Please make sure to send the completed Excel template via e-mail until **June 6, 2019 at latest**. "No-Name" badges are not possible.



## Registration

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Registration fees are cashed in Euro (€) only and include 21% VAT.  
The day of payment is decisive for the registration fee, not the day of registration.

Cancellations must be made in writing to the conference secretariat, Mondial Congress & Events. If received before Wednesday, March 6, 2019, all fees, except for a cancellation handling fee of EUR 45,00 net will be refunded. No refunds will be made after this date. For name changes a modification fee of EUR 20,00 net will be charged. Amounts due will be reimbursed after the conference.

For all prices stated: In the event that new, higher legal charges are introduced, these will be added to the contract price.

Mondial Congress & Events reserves the right to change or cancel your bookings, in case you fail to make payment in due time, or do not qualify for and/or provide proof for the selected registration fee.

In the case of loss, a replacement badge will only be provided against full payment of the applicable on-site registration fee. Forgotten badges will be replaced against a deposit of the full on-site fee. The conference badge may only be used by the person stated on the badge and cannot be assigned to third persons.

## Liability and Insurance

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Mondial Congress & Events and the organising society will not assume any responsibility for accidents, losses or damages, as well as for delays or modifications in the programme, caused by unforeseen circumstances. No claims for indemnification from Mondial Congress & Events and the organising society shall arise for companies and participants should the conference be cancelled for any reason. Delegates are advised to arrange their own, personal travel and health insurance. Only written agreements shall be valid. The place of jurisdiction shall be Vienna.

## Data Protection

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A registration to CEORL-HNS 2019 is not possible without collecting, saving and processing your personal data. This is done in accordance with the most recent legislation on data protection (EU-GDPR 2018) and solely for the purpose of organising and realising the event. Please use the following link to read the detailed data protection regulations and information obligation: <https://mondial.eventsair.com/ceorl-hns-2019/gdpr/Site/Register>

With my signature I confirm that I have read the data protection regulations.

Since the personal data of the participants are being sent to us indirectly via you as a group coordinator, we have to ensure that the participants were informed about the data protection regulations of the CEORL-HNS 2019 and that you have received the corresponding consents (if queried):

With my signature I confirm that my guests/participants have been/will be informed about the data protection regulations of the CEORL-HNS 2019 and that they know that their submitted personal data are collected, saved and processed according the most recent legislation on data protection (EU-GDPR 2018).

Furthermore, I confirm with my signature that I have a correct, legal basis for my guests'/participants' personal data to be passed on to Mondial Congress & Events for the above named purpose.



**Company Name:**

**Company Address:  
Post Code & City:  
VAT number:**

**Name of Group Coordinator:**

**E-Mail:  
Telephone:**

#### **Deadlines**

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**30.05.2019:** Signed Terms and Conditions need to be sent to [bierbaum@mondial-congress.com](mailto:bierbaum@mondial-congress.com) – Excel Group Name List template will be provided after receiving the document

**06.06.2019:** Deadline for complete Group Name List (Excel template)

**07.06.2019 – 29.06.2019:** For name changes a modification fee of EUR 20,00 net will be charged

#### **Registration Order:**

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I herewith confirm to order

\_\_\_\_\_ Company Representative Registrations and

\_\_\_\_\_ Full Delegate Registrations.

#### **Exhibitor Badges Collection**

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No badges will be sent in advance of the conference. Badges can either be picked up at the registration service desk as a group pick up or exhibitors can pick up their badges individually at our self-print facilities.

- I do not require a group badge pick up. My delegates will pick up their congress material individually.
- I would like to schedule a pick up slot and collect all badges together at the congress venue during a given timeslot.

If you select a group badge pick up, you will be contacted at a later point to schedule an appointment.

With my signature I confirm to the above mentioned conditions:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

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