

## Terms & Conditions

### I - CONFERENCE REGISTRATION

#### YOUR REGISTRATION

Registration is valid since you have successfully completed the entire process and received a confirmation per email, mentioning your registration number (Profile Code). With this code you can login to your profile, review, modify or cancel your registration (see cancellation policy below).

#### APPLICABLE FEE AND PAYMENT

The fee is applicable if both the registration and payment have been received before the deadline of the current fee. After this date, the next fee will apply. Registration fees must be paid within 15 days and prior to the event in order to gain access. The organisers reserve the right to cancel the registration if payment has not been received in due time. Invoice will remain due.

PDSA Veranstaltungs- und Betriebs GmbH has mandated Meet U There for part of the organisation of the Forum, for the issuing of invoices and for the collection of the fees in the name and the account of PDSA Veranstaltungs- und Betriebs GmbH.

Fees can be paid by credit card (Visa or Mastercard) or by bank transfer. Bank drafts, cheques or other credit cards are not accepted.

Registrations with payment by bank transfer are accepted until 01 November 2023. After this date, only credit card payments will be accepted.

#### → Credit card

Payment can be done with VISA or Mastercard through our online platform using the "Secure Sockets Layers (SSL)" technology. Note that your statement will mention that the transaction has been processed through "Meet U There".

#### → Bank transfer

Payments must be done in EURO. Bank fees are the sole responsibility of the registrant and should be paid in addition to the registration fees.

Bank details:

"MEET U THERE - PDSA" - IBAN: BE91 3631 1846 9776 - SWIFT/BIC code: BBRUBEBB - mentioning "Participant(s) name and Profile code"

#### PRO-FORMA, INVOICE AND VAT

When registering you can ask for a pro-forma. The pro-forma document will be attached to your confirmation email to initiate the payment. The official invoice will be sent by email at the end of the month following the payment.

The billing address mentioned on the pro-forma will be used for the official invoice. If they need to be corrected you can login (with Profile Code) and modify them online before the end of the month when payment has occurred. After this term no modification can be done or 50€ will be charged for administrative fees.

Austrian VAT (20%) is applicable on the registration fees according Article 53 of the European VAT Directive (<https://ec.europa.eu> – B2B services in respect of admission).

Taxable entities can find more information about the procedure of refunding of VAT on <https://english.bmf.gv.at/taxation/VAT-Assessment-Refund.html> or can contact the Tax Office Graz-Stadt Betriebsveranlagungs-teams Ausländerreferate - Conrad von Hötzendorf-Straße 14-18 - 8018 Graz – Austria (Tel: +43.316.88.10).

In case of group invoices the participant must contact the secretariat

#### CANCELLATION AND REFUND

Any cancellation of registration will be subject to the following conditions:

- Cancellation until 31/10/2023: 120,00 EUR (Incl VAT)
- No refund for cancellations after 31/10/2023

When applicable, refunds will be processed after the event and any bank charges will be the sole responsibility of the participant.

#### NAME CHANGE

Registered participants who are unable to attend the Forum may nominate a substitute participant (free of charge) by notifying in writing the Forum Secretariat before 01 November 2023. The registered participant must provide the name, function, company, country and e-mail address of the new participant. However, we cannot change any already printed material and the invoice. Hotel cancellation fees may apply (see hereunder). Substitutions after that date will not be accepted. The organisers reserve the right to charge an administrative fee of 100,00€ excl VAT.

#### INVITATION LETTER FOR VISA APPLICATION

Participants must have registered and paid their registration fees before requesting an official letter of invitation. All requests must be made in writing to the Forum Secretariat.

Please note that the organisers will not be able to contact nor intervene with any Embassy or Consulate office, that a letter does not imply any financial support and that the organisers are not to be held responsible for the outcome of the visa application.

#### PRIVACY STATEMENT AND RECORDING AUTHORIZATION

Peter Drucker Society Europe and PDSA Veranstaltungs- und Betriebs GmbH, the Global Drucker Forum 2023 organiser, are committed to protecting participants' privacy when they use any of the online services and will not share their personal data with third parties, unless agreed during the registration. Personal data, including e-mail address, will be used to send participants important information with regards to their attendance to the Forum (confirmations, reminders, hotel booking, program updates...), special complimentary offers and other Drucker Society events.

By participating in the 15<sup>th</sup> Global Drucker Forum delegates grant permission to the Drucker Society, its employees and agents, to take and use visual/audio images of them or where they may appear (including speakers and chairs). Visual/audio images are any type of recording, including photographs, digital images, drawings, renderings, voices, sounds, video recordings, audio clips or accompanying written descriptions. The Drucker Society will not materially alter the original images.

Images and all rights related are owned by the Drucker Society. The images may be used in any

manner or media without notifying participants, such as Society-sponsored websites, publications, promotions, broadcasts, advertisements, as long as they represent the event or activity in which they agreed to participate.

By registering, participants waive any right to inspect or approve the finished images or any printed or electronic matter that may be used with them.

Do not hesitate to contact the **Forum Secretariat** (c/o Confero) by e-mail at [events@druckersociety.eu](mailto:events@druckersociety.eu) or by phone at +43 (0)1 718 94 76 14 (Austria).