



# PAYMENT & TERMS & CONDITIONS

## PARTICIPATION FEE

- **Participation Fee:** EUR 260 per participant.
- The fee includes access to all panels, conference materials, coffee breaks, lunch, and networking reception.
- The fee is payable in full in **Euros (€)** only.
- **Registration deadline:** April 17th, 2025.
- **Payment Deadline:** May 5, 2025

## REGISTRATION & PAYMENT PROCESS

By submitting the registration form, you confirm that you have read and accepted the general terms and conditions outlined below.

- Once the registration form has been submitted, it will be reviewed, and participants will receive an **official confirmation and invoice by email**.
- Payment must be made via **bank transfer** or **credit card payment link**.
- Payment is due no later than **5 May 2025**.
- Registration is only confirmed once full payment has been received.

### ACCEPTED PAYMENT METHODS:

#### Bank Transfer Details

**Bank Name:** Sparkasse Siegen

**Location:** Siegen (Germany)

**IBAN:** DE85 4605 0001 0001 2891 56

**SWIFT:** WELADED1SIE

Participants must ensure that their payment includes any applicable transfer fees to ensure the full amount is received.

Please email proof of payment to: [office@consulegis.com](mailto:office@consulegis.com) before the payment deadline.

#### Credit Card Payment

If you prefer to pay by credit card, you must request a secure payment link by emailing [office@consulegis.com](mailto:office@consulegis.com).

Please note that the following card fees apply:

- 2.3% for European-issued credit cards
- +3.3% for non-European credit cards

## GENERAL TERMS & CONDITIONS

### 1. SCOPE AND APPLICABILITY

These Terms and Conditions apply to all participants ("Attendees"), including delegates, speakers and any accompanying person registering for and attending the CONSULEGIS conference ("Event"). By completing registration, Attendees agree to be bound by these terms.

### 1. SCOPE AND APPLICABILITY

These Terms and Conditions apply to all participants registering for and attending this Consulegis event ("Event"). By completing the registration process, attendees agree to be bound by these terms.

### 2. REGISTRATION AND PAYMENT

2.1. Registrations must be completed and submitted by 17 April 2025. 2.2. Registration is only considered confirmed upon receipt of full payment. 2.3. Payments must be made through one of the designated methods provided by Consulegis. 2.4. An official invoice and confirmation email will be issued upon successful payment. 2.5. Registrations without full payment by 5 May 2025 may be subject to cancellation. 2.6. Participation is non-transferable without prior written approval from Consulegis.

### 3. CANCELLATIONS & SUBSTITUTIONS

3.1. All cancellation and substitution requests must be submitted in writing to [office@consulegis.com](mailto:office@consulegis.com). 3.2. Refunds will be processed as follows:

- Up to four weeks before the event – 100% refund of registration fees.
- Up to three weeks before the event – 50% refund of registration fees.
- Less than three weeks before the event – no refund.

3.3. Attendees may transfer their registration to another person within their organisation up to 24 hours before the event, at no extra charge, provided that written notice is given to [office@consulegis.com](mailto:office@consulegis.com). 3.4. No reimbursement shall be made for non-attendance at any part of the event, including meals or networking sessions for which the attendee has registered.

### 4. EVENT PROGRAMME & MODIFICATIONS

4.1. Consulegis reserves the right to make necessary changes to the event programme, including but not limited to session content, speaker line-up, and schedule adjustments. 4.2. While every effort will be made to notify participants of major changes in advance, Consulegis is not liable for any modifications required due to operational, legal, or unforeseen circumstances. 4.3. If the minimum number of participants is not met,

activities may be cancelled or fees adjusted accordingly. 4.4. If the event is postponed or rescheduled, all bookings will remain in force and subject to the standard cancellation terms outlined above.

#### 5. SPEAKER TERMS & CONDITIONS

5.1. Speakers grant Consulegis the right to use their name, presentation materials, and recordings for promotional and educational distribution. 5.2. Speaker presentations must remain neutral and non-commercial in nature. Sales pitches or direct advertising are not permitted. 5.3. Any speaker wishing to opt out of these conditions must notify Consulegis in writing prior to the event. 5.4. Views expressed by speakers are their own. Consulegis shall not be liable for advice given or views expressed by any speaker at the conference.

#### 6. PHOTOGRAPHY & FILMING

6.1. By attending this event, participants consent to being photographed or recorded for promotional, educational, and media purposes. 6.2. Consulegis retains the right to use, edit, and distribute such recordings on its website, social media, promotional materials, and printed brochures. 6.3. Participants who do not wish to be included in event photography or videography must notify Consulegis in writing before the event. 6.4. Requests for the removal of images or videos after publication will be considered on a case-by-case basis.

#### 7. DATA PROTECTION & PRIVACY

7.1. By registering for this event, participants consent to Consulegis processing their personal data in compliance with GDPR and applicable data protection laws. 7.2. Personal data will be used for event-related

communications, including attendee lists and networking facilitation. 7.3. Participants may opt out of having their details shared for networking purposes by notifying Consulegis at the time of registration. 7.4. Personal data will not be sold or shared with third parties without explicit consent. 7.5. Registration confirmation emails will be sent at least seven days before the event. If you do not receive confirmation, please contact [office@consulegis.com](mailto:office@consulegis.com).

#### 8. LIABILITY & FORCE MAJEURE

8.1. Neither Consulegis nor the Host shall be liable for any loss, damage, or injury incurred by attendees, except in cases of gross negligence or intentional misconduct. 8.2. Neither Consulegis nor the Host shall be responsible for any disruptions caused by events beyond their control (Force Majeure). This includes but is not limited to:

- Strikes, transportation disruptions, air traffic control actions.
- Acts of government or public authorities.
- Unforeseen emergencies, including natural disasters, war, or political disturbances.

8.3. In the event of a Force Majeure, Consulegis reserves the right to modify, postpone, or cancel the event without liability. 8.4. Each party shall bear its own costs resulting from a Force Majeure event.

#### 9. GOVERNING LAW & JURISDICTION

9.1. These Terms and Conditions shall be governed and interpreted in accordance with the laws of Germany. 9.2. Any disputes arising from these terms shall be subject to the exclusive jurisdiction of the courts of Hamburg, Germany.

**Thank you.**

