

20th SIGOS Conference for Telco & Digital Experience

Booking Regulations

1 March 2018

General

The SIGOS Conference is only open to personally invited, registered and confirmed delegates. At any point in time SIGOS reserves the right to cancel a registration and to limit the number of participants from one company according to availability. Bookings will be considered on a first-come first-serve basis.

Participation fee & other cost

Included:

Attending the conference is **free of charge** for all invited and confirmed delegates subject to the above regulations – including related costs, such as, conference attendance (incl. pre- and post-conference program), food and drinks during the conference and networking events organized by SIGOS.

Not included:

Additional expenses, including but not limited to e.g. hotel an accommodation cost, travel, visa or any visa associated costs (incl. invitation letter shipment for hardcopies), personal consumption at bar / restaurants, personal transportation and other personal expenses etc. are not included and will be paid by participants.

Cancellation and no-show fees

For cancellations made after **Mon, 25 June 2018** and no-shows we reserve the right to charge a **late cancellation / no-show fee of up to EUR 500**. SIGOS will invoice this fee to the participant's company for any cancellation made after **Mon, 25 June 2018**. Same applies to registered & confirmed delegates that regardless of reason do not show up (no-show).

Registration deadline

Registration closes latest by **Friday, 29 June 2018** or when fully booked.

Visa invitation letter

From previous experience please let us point out that **early registration is essential** if you require an invitation letter for your visa application. It has occurred before that registered participants were unable to attend just because of late visa application! Therefore, please ensure to register as soon as possible!

Please note that we send out requested visa invitation letters only as soft copy. If you need a hard copy, please understand that you will have to bear postage expenses.

The invitation letter can be requested during the registration process. You will need to have your passport information in front of you. Any costs for acquiring visas will **not** be borne by SIGOS.

SIGOS GmbH
Klingenhofstrasse 50d
90411 Nuremberg, Germany

SIGOS reserves the right to adapt the Terms and Conditions.

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Terms & Conditions

1 March 2018

Alterations to program – cancelation / postponement of event

SIGOS reserves the right to make alterations to the conference programme, venue and timings. In the unlikely event of the program being canceled or postponed, SIGOS shall not be liable for any expenditure, damage or loss incurred by the delegate.

Photography & filming

For promotional purposes, there may be a professional photographer and video production taking place during the conference. Delegates who do not wish to be filmed or recorded must advise SIGOS in advance by email to conference@sigos.com prior to the event. SIGOS will furthermore use the participants' company names and logos for promotional purposes.

Data protection

By submitting registration details, delegates agree to allow SIGOS and companies associated with to contact them regarding this event. The contact details of registered delegates will be used by the conference organizer for the purpose of organizing the event (incl. third parties if necessary, e.g. name badge printing, hotels). Delegate names, company names and logo will furthermore be made available in delegate networking tools and other listings during and after the conference.

Websites & links

The conference and associated SIGOS websites may link to other websites and networking tools provided for the convenience of the users. Contents of third party websites are maintained by their owners, for which SIGOS takes no responsibility. Neither can responsibility be taken for contents of any website linking to this website.

Insurance & liability

It is the responsibility of the delegate to arrange appropriate insurance cover (e.g. health, travel, third party liability insurance etc.) in connection with their attendance at the conference. SIGOS cannot be held liable for any loss, liability or damage to personal or other property.

Speakers Terms & Conditions

Information, views expressed, or advice given by speakers represent each speaker own and individual opinion. SIGOS may use the speaker's name, company name and presentation materials for promoting delegate attendance at the conference. Presentations and papers including all associated artwork and illustrations will not be returned unless specifically requested by the author.

SIGOS may audio and / or video tape the speaker's session and the recording may be reproduced as part of the overall conference materials.

Speakers agree that SIGOS may reproduce copies of the speaker's presentation (e.g. PowerPoint slides or supporting documents) on paper and / or electronically as part of the overall hand-out materials during the conference and after the event. Any acknowledgement regarding copyright or support should be included at the end of the abstract / presentation, as these will be distributed to the conference delegates.

Speakers who do not wish to give permission for the above terms and conditions, please email to conference@sigos.com before the commencement of the conference.

These terms and conditions shall be governed by and construed in accordance with German law and you irrevocably submit to the exclusive jurisdiction of the German courts.

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