

## Conditions of participation

### CONFERENCE PACKAGE

#### Includes:

Full participation in the working programme (for delegates); lunch on Thursday 10, and Friday 11 October; conference proceedings; full participation in the partners and joint programme; participation in evening programme Wednesday 9 and Thursday 10 October 2019

### PARTICIPATION FEE

#### Participation fees (per person) **excl. 23% Portuguese VAT:**

If you register **before 15 June 2019**, you will receive a **€100 discount!**

<b>Member</b> Delegate	<b>€ 1.150</b>
Partner (of Member)	<b>€ 695</b>
Member of <b>Affiliated Association</b>	<b>€ 1.650</b>
Partner (of Member Affiliated Assoc.)	<b>€ 1.095</b>
<b>Non-member</b> Delegate	<b>€ 1.850</b>
Partner (of non-Member)	<b>€ 1.195</b>

#### Classification of fees:

Companies eligible for Afera membership can attend the Afera annual conference once at the member participation fee rate – participating in a following annual conference is only possible as an Afera Member; employees from member subsidiaries outside Europe will be charged the non-Member fee; the affiliated fee is only applicable for members of IVK, Assogomma, SNCP, TAAT, PSTC, JATMA and CATIA.

### HOTEL

Pestana Palace Lisboa, R. Jau 54, 1300-314 Lisboa, Portugal

<https://www.pestanacollection.com>

### HOTEL RATE

Afera has secured the preferential rates:

€ 190,00 Single room/night

€ 205,00 Double room/night

#### Included in the rate:

- American buffet breakfast in the main restaurant.
- Free access to indoor and outdoor swimming pools.
- Free access to the sauna. Turkish bath. Jacuzzi and gymnasium.
- Free Wi-Fi internet access in all public areas. meeting rooms and bedrooms.
- Complimentary luggage service.
- Legal taxes and service (except city tax).

### HOW TO REGISTER

#### I. FOR THE ANNUAL CONFERENCE

To register for the Afera Annual Conference 2019 please click through the following link to make your reservation for the conference online **before 15 June 2019 to enjoy the discounted fee.**

<https://secure.pestana.com/en/availability?theme=all&destination=h-palace&checkin=10%2F07%2F2019&checkout=10%2F13%2F2019&adults=1&code=AFERA>

Via the EDIT button you can select your dates and room.

## **II. HOTEL ROOM RESERVATION**

Your room reservation(s) must be made through the hotel accommodation link. Confirmations will be received directly from the hotel. **Cancellation terms are mentioned when following the link** and subject to availability and daily room rate in the event that the full room block has been booked. The preferential group rates mentioned above will only apply as long as rooms are available; thereafter, Afera can no longer guarantee room availability. Make sure that you book your room on time!

## **PAYMENT**

### **I. FOR THE ANNUAL CONFERENCE**

An invoice will be sent after registration; payment should be made within 30 days. Full refund of the fee will be granted if the cancellation is received in writing before **21 August 2019**. No one will be admitted to the conference without having paid the full fee.

### **II. FOR THE HOTEL**

Hotel accommodation will be confirmed after booking your room via the link. See the conditions set by the hotel via the accommodation link.

## **CANCELLATION POLICY**

### **I. FOR THE ANNUAL CONFERENCE**

Full refund of the participation fee will be granted if the cancellation is received in writing before 21 August 2019. Full refund less a handling fee of € 200 per registrant will be granted to requests received in writing **before or on 4 September 2019**. NO REFUND WILL BE POSSIBLE AFTER THIS DATE.

### **II. FOR THE HOTEL (only through hotel accommodation link)**

See hotel accommodation link for conditions.

## **DISCLAIMER**

Afera cannot be held legally responsible for any modification to the Conference, additional costs or even cancellation of the Conference, if such is the result of an event, occurrence, effect or any cause outside the control of Afera (force majeure), including but not limited to fire, casualty, accident, riot or war, act of God, civil disturbance, act of public enemy, strike, lock-out, labour conditions or other labour controversy, failure or inability to obtain any necessary permit or license, failure or delay or reduction in transportation facilities or water, electricity or other public utilities, judicial order, law or enactment, order or act of any governmental instrumentality or military authority. Afera accepts no responsibility for possible injuries sustained during any part of the event.