

# Terms & Conditions

The online registration platform is a secure site. Payment by credit card is highly recommended as the registration can be confirmed immediately. Major credit cards (VISA, Eurocard and MasterCard) are accepted. Upon completion of the online registration process, you will receive an invoice / receipt by email. The registration fee is deducted from your credit card immediately after your purchase. There is a surcharge of 3,5% for use of credit card.

## **Payment by bank transfer**

You will find the bank details on the invoice that will be sent to you digitally. Please make sure to transfer the registration fees to this bank account within 10 days after you have registered. Your registration is only confirmed once the registration fees have been received in full.

## **Conference fees cancellation refund policy**

Cancelling must be in writing and sent to KongresKompagniet. In case of cancellation no later than 29 March 2024, the full amount will be refunded. In case of cancellation between 30 March 2024 and 10 April, 50% will be refunded. In case of cancellation after 10 April, no refund will be made. Refund claims must include name of the bank, bank address, IBAN, S.w.i.f.t./ BIC code, account number and name of the account owner for money transfers. All refunds will be processed after the conference.

If you are prevented from attending, it is possible to assign your registration to a colleague. Name change must always be sent by e-mail to KongresKompagniet: [sts@kongreskompagniet.dk](mailto:sts@kongreskompagniet.dk).

## **Accommodation**

KongresKompagniet has made preliminary hotel reservations in different categories in the city centre. Please state your preference on the registration form. In order to obtain the specified prices, your reservation must be made through KongresKompagniet. The hotels are booked on a first come, first served basis. Payment for accommodation in advance.

## **Cancellation of hotel reservation**

If cancellation occurs before 20 March 2024, you will receive a full refund.

If cancellation occurs after 20 March 2024 there will be no refund.

## **Confirmation of your registration and hotel reservation**

KongresKompagniet will send you a confirmation of your registration and hotel reservation shortly after you have submitted your registration.

## **Change of hotel reservation**

If you wish to change your hotel reservation, date of arrival or date of departure, we ask you kindly to contact KongresKompagniet and not the hotel. Please note that the changes will be subject to availability and cancellation policy. Contact [sts@kongreskompagniet.dk](mailto:sts@kongreskompagniet.dk).

**Legal information:** Kongreskompagniet A/S - Norddigesvej 4.,1 - DK-8240 Risskov - +45 8629 6960 – [sts@kongreskompagniet.dk](mailto:sts@kongreskompagniet.dk). - VAT: 32161588