



Conference Terms and Conditions

1) Delegate Terms and Conditions

- **Bookings**

All bookings made prior to the conference will be provisional until full payment is received. Once payment has been received the booking will be confirmed by email. All bookings must be made online using the conference booking system. Unless otherwise agreed with The Organizing Committee in writing, bookings must be paid for using a credit or debit card.
- **Promotional Rates**

In order to qualify for any promotional rates, booking and payment must be received before the deadline date listed in the conference marketing material.
- **Substitutions and Cancellation**

We do not offer refunds. However, an alternative person from the same organisation may be nominated to attend at no extra charge up to 24 hours prior to the start of the event. All substitutions or cancellations must be received and approved in writing.
- **Registration Information**

Registration information will be sent to registered delegates by email prior to the event. Any delegate not receiving the information should contact us by email to support@pugchallenge.eu
- **Delegate Badges**

For in-person events, all participating delegates must ensure their lanyard and badge are visible at all times during the event. Should you lose your badge at any time, please report to the information desk where you will be issued with a replacement.
- **Access Requirements**

For in-person events, delegates should advise us of any special access requirements at the time of registration.
- **Evening Guest Registration**

If you register an evening guest, they may only attend the evening reception(s) as detailed in their confirmation email. Should a registered evening guest attend any of the day sessions during the event they will be charged a late delegate fee.

The organising committee reserve the right to refuse registration or entry to the conference to any delegate.



2) Speaker Terms and Conditions

All speaker applicants will be required to accept the following Terms and Conditions in order for their Speaker application to be considered.

EMEA PUG is organised as, and will always remain, a not-for-profit organisation which operates for the benefit of its members. The purpose of the EMEA PUG Challenge is to add value to the Progress Community by facilitating and developing interaction between users of Progress Software tools and technologies.

For that reason, the following requirements have been set for electing speakers for the EMEA PUG Challenge Conference:

- The ability to present is open to everyone whose business and products falls within the purpose of the Conference.
- Technical (non-commercial) conference presentations are selected at the discretion of The Organizing Committee speaker team.
- The Organizing Committee reserves the right to reject any application to be a Speaker if they do not see the Speaker or the Speaker's proposed topic fitting the purpose of the conference.
- Commercial presentations will be selected at the sole discretion of The Organizing Committee speaker and Sponsor teams. Topics and content of commercial presentations must be clearly outlined as part of the submission to present.
- If the Committee determines that the presentations offered by the Applicant will not be relevant for enhancing the purpose of the Conference. This will be the case, if the Committee determines that the products or solutions offered by the Applicant cannot be used to enhance the members skills or ability to work with Progress Software solutions.

For the purpose of determining whether the business or products or solutions of an Applicant falls within the categories above, the Committee is entitled to rely on the submission made by the Applicant in connection with the application to be a speaker or on information from past participation as a Speaker.

- By submitting their presentation(s), speakers agree to allow the EMEA PUG Challenge Ltd Committee to contact them regarding their services. EMEA PUG Challenge may use the speaker's name and presentation for promoting delegate attendance at the conference. Presentations will also be made available to attendees as part of the overall conference material.
- Technical Speakers will receive a complimentary conference pass (max one speaker per session).

EMEAPUG[★]

CHALLENGE

- Speakers agree that their presentations will not disparage any other methodologies or bodies of work or infringe on any existing copyrights and you will conduct yourself in a professional, ethical fashion.

On Site

- Compensation for travel expenses will be based on the region the speaker comes from (max one speaker per session). Please indicate estimated travel expenses together with your submission.

Details of the available compensation will be included in the written acceptance of a presentation application from the Committee.

- Technical Speakers providing presentations over the three days of the conference will receive 3 nights' accommodation at the venue (typically Tuesday, Wednesday and Thursday) booked and paid for by EMEA PUG Challenge Ltd.
- Technical Speakers providing presentations over the last two days will receive 2 nights' accommodation at the venue (typically Wednesday and Thursday) booked and paid for by EMEA PUG Challenge Ltd.
- If you choose to book accommodation elsewhere you will not be able to claim these expenses and you must inform us of your decision in advance so the appropriate cancellations may be made on your behalf. If you choose to book an alternative hotel and do not inform us that you will not be requiring the accommodation already reserved for you by EMEA PUG Challenge, you will be charged for this accommodation.



3) Sponsor Terms and Conditions

All Applicants will be required to accept the following Terms and Conditions for their application for Sponsorship to be considered.

EMEA PUG Challenge is organised as, and will always remain, a not-for-profit organisation which operates for the benefit of attendees at its events. The purpose of the EMEA PUG Challenge is to add value to the Progress Community by facilitating and developing interaction between users of Progress Software tools and technologies. For that reason, the following requirements have been set for electing sponsors and exhibitors for the EMEA PUG Challenge Conference:

- Sponsorship is open to everyone whose business and products fall within the purpose of the Conference.
- Sponsorship opportunities are open on a first come first serve basis.

The Organizing Committee reserves the right to reject any application for sponsorship if they do not see the sponsor fitting the purpose of the conference, including the following reasons:

- If the Committee determines that the scope of the business of the Applicant does not fall within the purpose of the Conference. This may be determined if the products or solutions offered by the Applicant do not involve use of Progress Software solutions.
- If the Committee determines that the products offered by the Applicant will not be relevant for enhancing the purpose of the Conference. This will be the case, if the Committee determines that the products or solutions offered by the Applicant cannot be used to enhance the members skills or ability to work with Progress Software solutions.

For the purpose of determining whether the business or products or solutions of an Applicant falls within the categories above, the Committee is entitled to rely on the submission made by the Applicant in connection with the application for a sponsorship or on information from past participation as a Sponsor.

Relationship

This agreement represents the only relationship between EMEA PUG Challenge and Sponsor and is valid for the duration of the event. No other relationship between the two entities exists, implied or otherwise.

Payment Terms

- Payment in full in advance of the event activates Sponsorship.
- All prices are in Euros unless explicitly mentioned.
- All amounts are without VAT, the applicable VAT percentage / amount will be added to the invoice.
- Payment of the invoice should be made within 14 days of receipt.

EMEAPUG[★] CHALLENGE

Arrangements

On Site

- Standard exhibition sites for our conferences are 2m width x 1m depth unless stated or agreed otherwise. Included with the space are a table, 2 chairs plus access to power.
- Exhibitors must abide by the set-up and breakdown times as stated in the confirmation email.
- Every endeavor is made to adhere to the published layout of the conference area and exhibition. Should it be necessary to revise the layout for any purpose, EMEA PUG Challenge reserves the right to transfer a Sponsor to an alternative suitable position.

Specific arrangements will be detailed in your confirmation email.

Virtual

Specific arrangements will be detailed in your confirmation email.

EMEAPUG[★] CHALLENGE

4) Alteration to Programme

EMEA PUG Challenge Ltd reserves the right to make alterations to the conference programme.

5) Photography

For promotional purposes, there may be a professional photographer taking pictures during the conference.

EMEA PUG Challenge Ltd. reserves the right to publish photos taken by the photographer or committee members during the conference as well as after the conference on social media, website or emails.

If you do not wish to have photos which include you made public, please notify EMEA PUG Challenge of this in writing prior to the start of the conference, or during the conference.

6) Insurance

It is the responsibility of Delegates, Speakers, Sponsors and Exhibitors to arrange appropriate insurance cover in connection with their attendance at the conference. EMEA PUG Challenge Ltd cannot be held liable for any loss, liability or damage to personal or company property.

7) Travel Insurance

All persons attending the EMEA PUG Challenge conference should ensure that they have adequate travel insurance.

8) Cancellation

EMEA PUG Challenge cannot be held liable to any Delegate, Speaker, Sponsor, or Exhibitor for any cancellation of the event, or travel arrangements, due to acts of terrorism, strike action, pandemic or act of God or any other disruption of arrangements due to unforeseen circumstances beyond its control.

If you have any queries about these Terms and Conditions, please contact the booking office:

Tel: + 44 (0) 1202 620700

Email: support@pugchallenge.eu