

## Registration Requirements and General Terms and Conditions for the Deutsche Welle Global Media Forum 2013



All registrations for the event **Deutsche Welle Global Media Forum 2013** from 17-19 2013, are subject to the following conditions.

### 1. Registration

Online registration at the conference website is required for participation in the event. This also applies to invited speakers, contributors, moderators, members of the press, guests and employees of Deutsche Welle.

After completing the online registration form, the participant will receive an e-mail confirmation (automatic reply). This document also serves as a certificate of participation for all fee-exempt registrations.

For all non-exempt registrations the participant will receive an e-mail confirmation (automatic reply) and an invoice indicating the amount due. The invoice can be retrieved online at any time and will serve as a certificate of participation after payment has been received.

The registration deadline is 12 June 2013. After that it is only possible to register on site during the event days and depending on space available. Registrations will be handled on a first come, first served basis. Because space is limited, early registration is recommended.

Online-registered participants will receive a badge on site. All participants are asked to wear the tag at all times throughout the conference. The badge is valid exclusively for the registered participant and is not transferable.

The registration of participants is being handled by MediaCompany GmbH, in Bonn, Germany. If you have additional questions about registering, please contact MediaCompany GmbH: [gmf2013@mediacompany.com](mailto:gmf2013@mediacompany.com), Tel: +49 228 909 66 29, Fax: +49 228 909 66 33.

### 2. Registration Fees and Methods of Payment

The fees for participation in the **Deutsche Welle Global Media Forum 2013** include all plenary events, workshops, receptions and meals listed in the final conference program.

The registration fee is scaled as follows:

	<b>Registrations received by 15 April 2013</b>	<b>Registrations received after 15 April 2013</b>	Registrations for students and work-trainees	Registrations for NGOs
3-day registration	195 euros	250 euros	85 euros	95 euros
2-day registration	150 euros	200 euros	65 euros	
1-day registration	95 euros	120 euros	45 euros	

All fees are given in euros and include 19% value-added tax.

Payment can be made by credit card. From within Germany you can also pay using bank transfer. Payment by bank transfer from outside Germany can only be made with special consent from MediaCompany GmbH. For all payments by bank transfer, you must send a copy of the debit to the MediaCompany registration office by fax +49 228 909 66 33 or by email [gmf2013@mediacompany.com](mailto:gmf2013@mediacompany.com) within two weeks of registration. If after two weeks your payment and verification have not been received, your registration will remain invalid and be deleted from our database.

Payment for the early registration must be made by 15 April 2013, at the latest. After that the regular registration fee will apply.

In order to benefit from the reduced registration fee for students, work trainees or NGO (non governmental organizations of the Civil Society) representatives you are required to provide the registration office with additional proof:

- Students: copy of your student ID
- Work trainee: written statement of the supervisor
- NGO representatives: official confirmation of their status of affiliation

A copy of the document must be sent to MediaCompany GmbH online, by fax +49 228 909 66 33 or e-mail [gmf2013@mediacompany.com](mailto:gmf2013@mediacompany.com).

Access to the event will only be possible after complete payment of the registration fee has been received. No responsibility is taken for cash sent through the mail.

The registration fees will be collected on behalf of DW-MEDIA SERVICES GmbH by MediaCompany GmbH, Bonn Office, Auguststr. 29, 53229 Bonn, Germany. *Registered: Berlin, AG Berlin-Charlottenburg, HRB 86123, Tax ID Number: 37/501/21305.*

### 3. Cancellations / Changes

All cancellations and changes must be submitted in written form – with indication of full name, invoice number and bank details for reimbursement – to MediaCompany GmbH, Auguststr. 29, 53229 Bonn, Germany. Fax: +49 228 909 66 33. Email: [gmf2013@mediacompany.com](mailto:gmf2013@mediacompany.com)

If cancellations are received by 1 June 2013, the registration fee will be reimbursed minus an administrative fee of 60 euros (incl. VAT). If cancellations are received after 1 June 2013, or in the case of non-attendance, there will be no reimbursement of the registration fee.

Changes to the registration, such as a name change or the registration of a replacement participant, can be made free of additional charges after payment has been received. Such changes must be filed in written form and sent to MediaCompany GmbH no later than 12 June, 2013. Fax: +49 228 909 66 33, E-mail: [gmf2013@mediacompany.com](mailto:gmf2013@mediacompany.com)

### 4. Privacy Protection

We use secure technologies to ensure the protection of sensitive data. Information provided for the registration will be stored in our computer database for further processing within the prevailing legal restrictions. The database can only be accessed by authorized persons responsible for technical, financial or editorial processing via the server. Personal data will not be passed on to third parties and will not be used for marketing purposes.

An official list of attendees will be published for the event, including full name, organization, e-mail address and country of origin. If you want to be included on the list, you can agree to this option in the appropriate box on the registration form.

### 5. Other Charges (arrival, overnight stay, etc.)

Travel, accommodation and other charges must be paid for by the participant. We recommend an early reservation for hotel rooms. An appropriate room contingent has been reserved for participants of the **Deutsche Welle Global Media Forum 2013**.

For more information about designated hotels and the possibility of online booking please visit the following link: [Accommodation](#)

## **6. Tickets for Public Transportation**

During the conference (17 – 19 June 2013), your accreditation badge will also be your ticket for the public transport system in the cities of Bonn and Siegburg. This arrangement does not apply to the employees of Deutsche Welle.

## **7. Insurance**

During the conference, participants bear the risk of personal injury or loss of property and/or luggage. We strongly recommend that you take out insurance when making your travel arrangements. The insurance policy should cover reimbursement of registration fees in the case of cancellation, accident, loss or damage to personal property as well as health insurance. The insurance should also cover any financial losses regarding accommodation and travel scheduling due to service disruptions arising from insolvency, strikes or other labor disputes. The conference organizers are in no way responsible for any insurance-related claims.

## **8. Legal Disclaimer**

The organizer is not liable for damages to participants that occur in connection to attendance at the "Deutsche Welle Global Media Forum 2013," unless the damages were intentionally caused by the organizer or occurred as an act of negligence on the part of the organizer.

The conference organizers reserve the right to change the program, related activities, topics and participating speakers if necessary. DW-MEDIA SERVICES GmbH and the organizing office MediaCompany GmbH are not liable for losses incurred by cancellation of the conference as a result of circumstances beyond their control. Such circumstances include, for example, war, warlike disputes (with and without declarations of war), terrorism, hijackings, military operations, rioting, civil war, rebellion, insurgency und uprisings, laws or government regulations, denial of visa issuance, explosions, travel delays or difficulties, insolvency of airline companies and strikes. DW-MEDIA SERVICES GmbH and the registration office MediaCompany GmbH will take all reasonable steps to proceed with the conference in spite of such an event.

All contractual relations are bound by German national law. The place of jurisdiction is Bonn, Germany.

## 9. Contact

### **Registration office:**

For more information about registration please contact:

Media Company GmbH

Auguststr. 29

53229 Bonn, Germany

Tel.:+49 228 909 66 29

Fax:+49 228 909 66 33

E-mail: [gmf2013@mediacompany.com](mailto:gmf2013@mediacompany.com)

### **Conference secretariat:**

DW – MEDIA SERVICES GmbH

Kurt-Schumacher-Str. 3

53113 Bonn, Germany

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