

## Registration requirements and general terms and conditions for Deutsche Welle Global Media Forum 2009



All registrations for the event "Deutsche Welle Global Media Forum", from June 3 to June 5, 2009, are subject to the following conditions.

### 1. Registration

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

After completing the online application form, the participant will receive an e-mail confirmation (automatic reply), including an invoice and a URL where the invoice can be retrieved at any time. The e-mail confirmation is not a certificate of participation. This will be sent to the participant in an e-mail after the attendance fee has been paid in full.

Speakers, moderators, contributors and employees of Deutsche Welle will receive their confirmations after completing their registration forms.

The registration deadline is May 29, 2009. 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.

The registration of participants is being handled by MediaCompany GmbH, in Bonn, Germany. If you have additional questions about registering, please contact MediaCompany GmbH: [gmf2009@mediacompany.com](mailto:gmf2009@mediacompany.com), Tel: +49 228 909 66-40, Fax: +49 228 909 66-33.

### 2. Participation Fee

The fees for participation in the "Deutsche Welle Global Media Forum 2009" include all events, workshops, receptions and meals listed in the final conference program. Furthermore, the organizer reserves the right to charge a separate fee for optional programs, such as sightseeing tours, excursions, etc. The participation fee is scaled as follows:

|                    | <b>Registrations received by April 1, 2009</b> | <b>Registrations received after April 1, 2009</b> | <b>Registrations for students and work-trainees</b> | <b>Accompanying persons</b> |
|--------------------|--|---|---|-----------------------------|
| 3-day registration | EUR 195  | EUR 245   | EUR 80  | EUR 125                     |
| 2-day registration | EUR 150  | EUR 195   | EUR 60  | EUR 100                     |
| 1-day registration | EUR 90   | EUR 115   | EUR 40  | EUR 60                      |

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

Payment for the early registration fee must be made by April 1, 2009, at the latest. If the payment is made through a bank transfer, a copy of the transfer must be faxed to MediaCompany GmbH no later than this date, Fax: +49 228 909 66-33. If the payment or verification of the payment is not received by April 1, 2009, the regular registration fee will apply.

The registration of a student or work-trainee for the reduced fee requires additional proof such as a student ID or a written statement by the training supervisor. A copy of the document must be faxed to MediaCompany GmbH +49 228 909 66-33.

### 3. Optional Programs

Registration for the optional programs (sightseeing tours) closes May 15, 2009. Because space is limited, early registration is recommended. Confirmation will be sent by e-mail upon receipt of the full attendance fee. If the minimum number of 25 participants is not reached, the organizer reserves the right to cancel the event and refund payment.

### 4. Accompanying Persons

Accompanying persons are spouses or partners of registered participants. They may participate in the receptions to the conference and optional programs (sightseeing tours, excursions, etc.) which are subject to a fee. The registration for accompanying persons must

be submitted online at the conference website by a registered participant. Accompanying persons may not attend plenary events and workshops.

## 5. 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, Königswinterer Str. 550, 53227 Bonn, Germany. Fax: +49 228 909 66-40. E-mail: [gmf2009@mediacompany.com](mailto:gmf2009@mediacompany.com)

If cancellations are received by May 15, 2009, the registration fee will be reimbursed minus an administrative fee of EUR 60. If cancellations are received after May 15, 2009, 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 transferred. Such changes must be filed in written form and sent to MediaCompany GmbH by no later than May 29, 2009. Fax: +49 228 909 66-33, E-Mail: [gmf2009@mediacompany.com](mailto:gmf2009@mediacompany.com)

## 6. Payment Terms

Access to the event will only be possible after complete payment of the participation fee has been received. No responsibility is taken for cash sent through the mail. Payment may be made by bank transfer – please indicate the participant's full name and invoice number – or by credit card.

The registration fees will be collected on behalf of DW-MEDIA SERVICES GmbH by MediaCompany GmbH, Bonn Office, Königswinterer Straße 550, 53227 Bonn, Germany. *Registered: Berlin, AG Berlin-Charlottenburg, HRB 86123, Tax ID Number: 37/501/21305.*

## 7. Security / Data 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. It can only be accessed by authorized persons who deal with the technical, commercial or editorial support of 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. If you **do not** want your name to be included on the list, please indicate this clearly on your application.

### **8. Other Charges (arrival, overnight stay, etc.)**

Travel, accommodation and other charges are paid for by the participant. We recommend an early reservation for hotel rooms. An appropriate room contingent has been reserved for the participants of the event "Deutsche Welle Global Media Forum 2009".

A room reservation is possible by clicking the following link:

<http://www.tcbonn.de/con/html/3349-267.html>

### **9. Tickets for Public Transport**

During the conference (3 – 5 June 2009), 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.

### **10. 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 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.

### **11. Legal Disclaimer**

The organizer is not liable for damages to participants that occur in connection to attendance at the "Deutsche Welle Global Media Forum 2009," unless the damages were intentionally caused by the organizer or occurred as an act of negligence on the part of the organizer. The

organizer reserves 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, hi-jackings, 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. DW-MEDIA SERVICES GmbH and 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.

## 12. Contact

### **Registration office:**

For more information about registration please contact:

Media Company GmbH

Königswinterer Str. 550

53227 Bonn, Germany

Tel.:+49 228-909 66-40

Fax:+49 228-909 66-33

E-mail: [gmf2009@mediacompany.com](mailto:gmf2009@mediacompany.com)

### **Conference secretariat:**

DW – MEDIA SERVICES GmbH

Kurt-Schumacher-Str. 3

53113 Bonn, Germany

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Fax:+49 228--429-2140

E-mail: [gmf@dw-world.de](mailto:gmf@dw-world.de)