



# Adria Hotel Forum

18-19 February 2020

Hilton Garden Inn Zagreb – Radnicka, Croatia

## Adria Hotel Forum - Registration Terms & Conditions

### **PAYMENT MUST BE RECEIVED BEFORE THE CONFERENCE DATE.**

1. The Registration fee is payable in advance and includes presentations, documentation, refreshment breaks, lunches and evening reception.
2. If you cannot attend the conference we are happy to welcome a substitute colleague at any time. If you have to cancel entirely we can offer you a refund, less €150 service charge provided that your cancellation is received in writing by 19 January 2020. We regret that no refunds can be made after the 19 January 2020 deadline. In the unlikely event that a speaker cancels, every effort will be made to find a replacement speaker of equivalent experience.
3. Non-attendance is subject to full payment.
4. The organisers reserve the right to reject registrations at their discretion.

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### **Attendee List**

As a registered attendee your name, job title and company name only will be placed on the attendee list which will be passed on in the following ways:

1. Prior to the conference – On the online networking system for pre-event networking and arranging meetings.
2. At the conference – in a printed delegate list for fellow attendees to view who else is at the conference, for the purpose of networking and meetings.

Your details will automatically be included on this system for other delegates to get in touch with you. If you DO NOT wish your details to be available please email [sally.marwaha@benchevents.com](mailto:sally.marwaha@benchevents.com).

### **Audio and Visual Recording**

Event sessions are audio and/or visually recorded and reproduced as part of the overall event materials. If you do not wish to be recorded you must write to [sally.marwaha@benchevents.com](mailto:sally.marwaha@benchevents.com).

We will also use this information to send you details of our other related products and services. You will always have a choice about receiving this and can opt out at any time.

### **Our Address**

Bench Events Limited, The White House, Meadow, Godalming, Surrey, GU7 3HN

Company registration number: 6727115

Croatian VAT registration number: HR93159906132

To contact the Database Manager, please email [databasemanager@benchevents.com](mailto:databasemanager@benchevents.com) or telephone +44 (0)20 3318 5800. <https://adria-forum.com/privacy>