

GPD Finland 2019 Attendee Registration

Information, terms & conditions and privacy data statement

By registering as a participant in GPD Finland 2019 you accept the terms and conditions stated thereafter.

The organizer has the right to use photos and videos taken during the event publicly for different marketing and promotion purposes e.g. glass industry magazines, GPD website etc.

Registration, VAT and Service Fee for Delegates

VAT of 24% and a service fee of 35€ are added to all registrations fees.

Conference Dinner

Registration fees do not include the conference dinner. A separate fee per person (excluding tax) will be charged for interested participants when the official registration for the conference will be launched. The dinner fee and how to reserve a seat will be announced later. There will be a limited number of dinner seats available. Due to the popularity of the dinner, we encourage early registration.

Registration for Accompanying Persons

Accompanying person refers to a participant's spouse (or equivalent). A separate fee will be charged for each accompanying person. The accompanying person registration fee amount will be announced later

The fee does not allow accompanying guests' entrance to the conference sessions. It includes:

- accompanying guest badge
- entrance to the Opening Ceremony on June 27, 2019
- admission to the Get Together and farewell evening events with included food and drinks
- transportation to and from the conference venue and evening events

Children below 18 years can join free of charge.

Terms of payment

All fees, VAT and service fee should be paid in advance in EUROS. Cheques will NOT be accepted.

The registration fee includes:

- admission to all sessions scheduled June 26–28, 2019
- conference bag and material
- lunches and teas/coffees on conference days
- admission to the Glass Expo
- admission to the Get Together and Farewell evening parties with food and drinks
- transportation to and from the conference venue and evening events

The registration fee does not cover flights to and from Finland, insurance or accommodation. Travel insurance is recommended by the organizers.

Method of payment

1. **Credit card: VISA, Visa Electron, American Express and MasterCard** are accepted. Please follow the payment instructions available on the registration site. Once your payment has been received, a confirmation will be sent to you for your records.
2. **Invoice**

NOTE! Payment must be made before or by the due date indicated on the invoice. In the case that you may not be able to pay by the due date indicated on the invoice, please contact the conference secretariat, in writing to agree on a new date of payment. Failure to do this, the organizers will have the right to cancel your participation in the event.

Cancellation terms

100% of the registration fee will be refunded in the event of cancellations made before or by **31 March 2019 minus 100€ cancellation processing fee**. No refunds will be given after this deadline. Only written cancellations will be accepted!

- **Registration transfer** will be allowed after the above deadline. Should the registered person not be able to attend the event, the registration can be transferred to a colleague. The transfer request must be made in writing to the conference secretariat. It should include the name of the **substitute attendee** plus his/her contact details. The organizer or secretariat then informs the **substitute attendee** on how to register for the event.

The organizer reserves the right to make changes to the programme, tours, accommodation and limit the participation if necessary. The organizers cannot be held responsible for any last-minute changes to the programme, tours or accommodation. Please note that for organizational reasons, refunds will be made after the conference.

Accommodation

The organizer will recommend hotels in Tampere and negotiate a special discounted rate for the conference attendees. **There will be a limited number of the reserved rooms and after the reservation block is full, attendees will have to find accommodation themselves.** Room reservations should be done directly to the hotel by the attendee. Please ensure that you book accommodation early.

The selected hotel will confirm the room reservation to the attendee. **Attendees will make payment directly to the hotel upon check out.**

Conference Organization or Secretariat

If you have any questions regarding registrations, payments and accommodation reservations, please contact:

- gpd2019@tavicon.fi, +35832330400

For any other issues regarding the conference:

- Brown Onduso, brown.onduso@gpd.fi, +358 40 7739313

Brown Onduso

Conference Manager
Glass Performance Days
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Finland
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Email: brown.onduso@gpd.fi

Liability

The Conference Organization and the Conference Secretariat acts as an agent only in securing hotels, transport and travel services and shall in no event be liable for acts or omissions in the event of injury, damage, loss, accident, delay and irregularity of any kind what so ever during any arrangements organized through contractors or the employees of such contractors in carrying out services. Hotel and transportation services are subject to the terms and conditions under which they are offered to the public in general. The Conference Organization reserves the right to make changes where deemed necessary, without prior notice to parties concerned. All disputes are subject to Finnish laws.

Visas, Invitations and Insurance

Finland requires a visa from persons travelling from some countries. The conference organizer is prepared to send official invitations to the delegates to be attached with the visa application. **(Please note! the invitation will only be sent after the payment for the registration fee has been received in full by the organizers)**. The handling time of the application may take up to two months. Please note that a health insurance (30,000 Euros) must be valid and cover hospital and medical expenses. Proof of this must be presented at passport control upon arrival to Finland. For further information on Ministry for Foreign Affairs of Finland, please visit <http://formin.finland.fi/public/default.aspx?culture=en-US&contentlan=2>

All participants are requested to make their own arrangements concerning insurance.

VAT refunds: Please visit <https://www.vero.fi/en/individuals/> for more information on value added tax in Finland.

Interpretation / Conference language

The official language of the conference is English. Interpretation / Translation into other languages is not at the moment confirmed.

GPD Data Privacy Statement:

By registering for GPD conference, you allow GPD to collect your personal data for appropriate registration and notification purposes related to the Conference and other activities related to GPD. Personal data that is collected in connection with registration generally consists of contact and personal details such as name, address, e-mail address and/or telephone number. GPD will not sell your personal information to any third parties.

We are committed to protecting your privacy and personal data. We process your personal data in accordance with this Privacy Statement and applicable laws including European Union's General Data Protection Regulation. Our aim is to produce cost efficient and easy to use registration and services in connection with the conference, therefore your personal data may also be used and shared also to third party service providers to fulfill the specific purpose in question.

We may also use personal data for marketing purposes, in which case submitted personal data will be stored in client mailing database in order to send you information about GPD activities. You may at any time unsubscribe from receiving such information about GPD activities by email. We will generally only keep your personal information for as long as is reasonably required for the purposes for which it was submitted. In furtherance of the foregoing, your data will be deleted or made anonymous in a reasonable time after you have unsubscribed from receiving information about GPD activities by email, unless we are under a legal obligation to retain your data.