

## **GDS Summits – Terms and Conditions**

### **1. Our Commitment to You**

- GDS will arrange and tailor a premium summit experience including exclusive content and peer roundtables, only open to invited and pre-registered attendees and solution providers.
- GDS will provide a private summit hub for your personalized schedule and agenda. This will include information on all other attendees and companies.
- GDS will arrange a mutually agreed number of meetings for you to attend during the summit. GDS will develop the best possible meeting selections for you based on your priorities and projects. GDS staff will work with you so that you shall have ample preparation for all discussion points. Please note that meeting schedules may be altered where necessary, GDS will endeavour to provide prompt notice of any changes to your schedule.
- You may request appointments with specific companies and individuals and GDS will attempt to schedule those meetings without guaranteeing them. GDS reserve the right to determine the theme, scope and content of meetings, workshops and speeches to be held during the summit and to vary the program and/or its content as deemed necessary.
- Should the summit be cancelled or postponed for circumstances beyond GDS's control, GDS hereby reserves the right to reschedule the summit upon written notice to you. Every effort must be made to attend the rescheduled dates. If you are unable to attend the rescheduled dates, written notice must be provided within 48 hours of the rescheduled notice.

### **2. VIP Delegate Commitment**

- You agree to attend for the entire duration of the summit and participate in a set number of meetings as outlined in the package details. These will be pre-confirmed and pre-assigned meetings. You agree to participate in the workshops, roundtables, or other activities arranged during the summit. You agree to prepare to the best of your ability to discuss the issues and topics discussed at the summit.
- Only named and pre-registered delegates may join the summit.
- You agree that failure to attend a pre-paid flight or alternative travel booked by GDS means that you shall be responsible for the new cost of transportation and you shall not receive a refund for any contribution already made to GDS.
- By confirming your attendance with your signature, GDS maintains the right to use the data provided by you and associate your name and organization to the summit. In making this agreement you provide consent for GDS to share your details with other attendees and sponsoring partners pre, during or post event to facilitate the best possible experience, and most valuable meetings and roundtables, based on shared interests.
- You confirm that at the time of the summit you are employed for the company specified as per the declarations in your contract. If this is not the case, you must inform GDS in advance of the summit and should recommend a suitable replacement.

### **3. Content, Recordings & Photography**

- For attendees that take part in panel discussions or keynote speaking sessions, GDS may use the speaker's name and presentation materials in promotional material.
- Presentations and papers including all associated artwork and illustrations will not be returned unless specifically requested by the author.
- GDS may reproduce copies of a speaker's presentation (e.g. PowerPoint slides or supporting handouts) on paper or electronically and these may be shared as part of the hand-out materials during and after the Summit. Any acknowledgement regarding Copyright or support should be included at the end of the abstract/presentation, as these will be distributed to attendees.
- There may be professional photographers and video production taking place during the

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conference. GDS may audio and/or video record any summit session and the recording may be reproduced as part of the overall summit materials.

- Attendees that do not wish to give permission for the above terms and conditions, please email the Event Manager at least 5 days before the commencement of the summit.

### **4. Accommodation, Travel and Food & Beverage**

- GDS will provide accommodation, food and beverage at scheduled meals throughout official summit hours. Any additional costs incurred by the attendee will be their responsibility.
- Official summit hours are 12.00pm local time on Day 1 (registration opens at 11am) through to 2.45pm local time on Day 2.
- GDS will book all flights to and from the summit location only unless otherwise agreed. The route and timings will be determined by GDS. Flight costs above \$300 USD / £250 GBP shall be your responsibility and costs above this threshold will be taken by credit card. These charges are non-refundable.
- Transfers will be arranged to and from the venue and the destination airport. You will be responsible for transfers to and from your chosen departure airport.
- Parking charges, room service, additional hotel nights and any other incidental costs are the responsibility of the attendee and should be settled with the hotel before departure.
- Attendees are responsible for their own insurance (including, but not limited to travel insurance, personal effects and personal insurance), vaccinations and visas (where applicable).
- You must confirm your travel booking with GDS within 5 days. If your travel booking has not been confirmed in this time, the booking may be cancelled and invoiced as per clause 5.

### **5. Substitution and Cancellation**

- GDS has invited you specifically to attend a summit and has prepared programs and meetings for your requirements. Travel, accommodation, and food & beverage has also been arranged for your attendance. If you are unable to attend the summit, GDS may accept attendee substitutions, but any substitution must be approved by GDS in advance of the summit. GDS will only accept substitution for delegates of equal or senior standing from within your organization, and from a department that is relevant to the summit program and theme. Should a replacement be requested, you will have 48 hours to confirm details and if accepted by GDS, any additional flight costs will be billed to the new delegate.
- Early departure from the summit outside of official summit hours or missing any scheduled meetings will be regarded as a cancellation, unless previously agreed in writing with event management.
- Cancellations will incur a maximum fee of \$1,750 USD.

### **6. General**

- Views expressed by speakers are their own. GDS cannot accept liability for advice given, or views expressed, by any speaker at the summit or in any material provided to attendees.
- This agreement shall be governed in accordance with the laws of England without regard to conflicts of law provisions of such countries. The undersigned by signing this form hereby agrees and submits him/herself/itself to the exclusive personal and subject matter jurisdiction of the laws of England and in courts located in or having jurisdiction over English Law.
- By signing this agreement, I agree that I have read the above terms and conditions and am authorized to make this commitment on behalf of my company.

### **7. Privacy**

- GDS are committed to keep your data secure and uphold your rights under the Data Protection

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Act 2018 and also in line with the Privacy and Electronic Communications Regulation. For further information, please see a copy of our [Privacy Policy](#).