

# ECMA ANNUAL CONGRESS

## Conditions of Participation



### CONFERENCE PACKAGE

#### Delegate Congress Fee Includes:

- Full participation in the 2-day working programme including lunch.
- Participation in the evening programme on Wednesday 14, Thursday 15 and Friday 16 September 2022.
- Access to conference proceedings (English) and photos on the Members Only part of the ECMA website after the event.

#### Partner/Spouse Fee Includes:

- Full participation in the social programme – 2 excursions and 3 dinners.

#### Fees Excludes:

- Hotel costs
- Travel costs to and from Krakow, Poland
- Optional Tour on Saturday 17 September 2022

### FEES

ECMA Direct Members Congress Fee (per person, excl. 23% Polish VAT)

- Converter members € 1.395
- Supplier members € 1.595
- Partner/Spouse € 595

ECMA Indirect Members Congress Fee (associated through National Associations) (per person, excl. 23% Polish VAT)

- Converter members € 1.595
- Supplier members € 1.795
- Partner/Spouse € 595

Early bird discount € 100 for delegate registrations made until 24 June 2022

First time attending company € 995

Optional Tour Saturday (per person) € 150

All fees mentioned are per person and do not include 23% Polish VAT. ECMA needs to charge Polish VAT on the registration fee (i.e. admission) as the place of supply of these services is where the event takes place physically.

To encourage a high level of participation from delegates from European Converters to register, ECMA offers a **25% discount to converter companies as of the 3rd delegate** for the group. Please contact the ECMA Secretariat for more details.



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### PAYMENT

Please pay your congress participation invoice within 30 days of receipt but no later than 31 August 2022. In case your participation fee has not been received in the ECMA bank account by 31 August 2022, we will ask you to settle the amount by credit card at the ECMA Registration Desk.

### HOTEL ROOMS

For this period, hotel rooms have been booked at the DoubleTree by Hilton Krakow Hotel & Convention Center in Krakow, Poland.

The room rates for a standard single room at the Hilton Krakow Hotel are:

Single use      PLN 912,60 (= approx. € 199)

Double use     PLN 962,60 (= approx. € 210)

The rates are per room per night, and are inclusive of VAT and breakfast. The hotel bill needs to be settled directly with the hotel upon departure.

Because of the availability of hotel rooms we can provide at the Hilton Krakow Hotel please confirm your participation as soon as possible and **not later than 1 August 2022.**

### HOW TO REGISTER

#### FOR THE CONGRESS

To register for the ECMA Annual Congress 2022 please complete the ONLINE REGISTRATION FORM on the ECMA website BEFORE 8 August 2022.

#### HOTEL ROOM RESERVATION

Your room reservation has to be made directly with the Hilton Krakow Hotel. For this purpose, please use the booking link on the ECMA website.

**ECMA CANNOT GUARANTEE ROOM  
AVAILABILITY AFTER 1 AUGUST 2022**

**PLEASE MAKE SURE TO BOOK YOUR ROOM ON TIME!**

### CANCELLATION POLICY

- Full refund of the congress participation fee will be granted if the cancellation is received in writing before 17 August 2022.
- Full refund less a handling fee of € 150 per registrant will be granted to requests received in writing before or on 24 August 2022.
- No refunds will be granted for requests received after 24 August 2022.
- Cancellations only in writing, telephone cancellations will not be accepted.



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### PRIVACY POLICY

When you register for the ECMA Annual Congress 2022 you are voluntarily providing your data in order to be kept up-to-date on this event, the data you provide will be used for that purpose only.

The personal data collected will not be sold or made available to third parties, except in special circumstances, such as where obliged by law. As an association we do not pursue commercial acts, therefore your personal data will not be used for this purpose.

ECMA will be taking photos during the congress and side events. These images will be used by ECMA to share news about the congress and to promote our next congress. Images may be used on site, in press releases, printed publicity and published on ECMA's social media. If you would prefer for you or your partner not to be photographed, please speak to the organisation on site. If you would like to see your images, or would like us to delete them, please email ECMA at [mail@ecma.org](mailto:mail@ecma.org) at any time.

Please read ECMA's full privacy policy here: <https://www.ecma.org/general/privacy-policy.html>.

### DISCLAIMER

ECMA cannot be held legally responsible for any modification to the forum, additional costs, or even cancellation of the forum, if such is the result of an event, occurrence, effect or any cause outside the control of ECMA (force majeure), including but not limited to fire, casualty, accident, riot or war, act of God, civil disturbance, act of public enemy, strike, lock-out, labour conditions or other labour controversy, failure or inability to obtain any necessary permit or licence, failure or delay or reduction in transportation facilities or water, electricity or other public utilities, judicial order, law or enactment, order or act of any governmental instrument or military authority. ECMA accepts no responsibility for possible injuries sustained during any part of the event.

### CONTACT

ECMA Secretariat  
Tel. +31 70 312 3911  
E-mail: [mail@ecma.org](mailto:mail@ecma.org)

**Please note that all details mentioned in this document may be subject to change.**

