



## »EXCEL OLYMPICS CONFERENCE AND MASTERCLASSES«

### Terms and conditions

#### 1. Organizer

Event organizer for the »Excel Olympics Conference and Masterclasses" (hereinafter referred to as "event") is Excel Olympics poslovno svetovanje Gašper Kamenšek s.p., Zihierlova 4, 1000 Ljubljana (hereinafter referred to as "organizer").

#### 2. Event location

The event will be held at Austria Trend Hotel Ljubljana, Dunajska cesta 154, 1000 Ljubljana (hereafter referred to as "provider of the event location«).

The event date is 26<sup>th</sup> and 27<sup>th</sup> of November 2019. The time of the event is from 8:00-17:00.

#### 3. Registration

Event registration is possible via the online registration form available at <https://conference.excelolympics.com>

When a participant registers, he needs to enter his correct personal information and choose for what he or she is registering for. A participant can register for conference (2<sup>nd</sup> day) only, masterclass (1<sup>st</sup> day) only or combo (both days). If a company invoice is needed, it is mandatory to check the box 'Company receipt? Yes' and enter the company information in the corresponding fields. If the participant does not check this box, the invoice will be issued on his name.

If the registration is submitted for a masterclass that is already full, the participant will not be issued an invoice. An e-mail will be sent to each such participant informing them that they were added to the queue for a possible second interaction of this masterclass (more details in point 8).

#### 4. Attendance confirmation

The attendance for the registered participants is confirmed only after the payment was received. The participant will receive the invoice with the valid price on the date the registration was submitted.

#### 5. Services and payment details

##### a. Price and payment

The pricing for the event is published on the website on the "Pricing" page. The payment due date is 8 days. Detailed payment information will be sent by e-mail after the registration is submitted.



The prices differ between masterclasses and conference days. The combo tickets have a discount already calculated in the ticket price.

There will be 3 different price slots: Early bird, Regular and Late to the party where tickets will increase as we get closer to the event.

b. Services included

The following services are included in the price:

- Full registration fee for the selected days
- Possibility of bringing your own notebook to the Masterclass day for more efficient session (classrooms will be equipped with tables, chairs and wi-fi)
- Lunch break at the hotel restaurant Four Points By Sheraton Ljubljana Mons
- Two additional breaks with coffee, tea and snacks
- Welcome morning coffee and tea
- Water throughout the day
- Free use of Wi-Fi Internet
- Free parking at the location

If the participant is attending both conference and masterclass, the above will be provided for both day.

The following services are not included in the price:

- Transportation to the location of the event
- Hotel room
- Additional catering services, except for those specified in the previous paragraph
- Computer equipment at the event

## 6. Equipment of participants

To get the most out of the masterclasses, participants are encouraged to bring their own notebooks. They must have Microsoft Excel 2016 or earlier (at least Microsoft Excel 2010) with Power Query add-on installed.

The organizer shall not bear any liability in the rare event of damage or the theft of the equipment the participant brought with him.

## 7. Event timeline

The masterclass event will take place in four separate dedicated classrooms, each with a capacity of up to 30 participants. All 4 masterclasses will be conducted by foreign lecturers and will be held in English. Participants must arrive at the location no later than 8:00AM for the identification and registration purposes where they will receive a badge granting them access to the event premises and hotel restaurant.

The conference event will be held in 1 big room in a “cinema” type layout. No desks will be provided for the laptops for this day.



Participants attending both days will receive the badge on the first day registration and their badge will be valid for both days.

Timing of breaks and lunch time will be posted on the website, informed via e-mail and communicated at the event.

#### **8. Capacity limitations**

Each of the four masterclasses has a capacity limited to maximum 30 participants. Once the capacity of the masterclass is reached, it will be appropriately marked on the website and in the registration form. If a participant registers after the masterclass has reached its capacity limit, they will be added to a waiting list. They will be notified in case there are enough participants registered for a possibility of a second interaction of such a masterclass on the 3<sup>rd</sup> day of the event (28.11.2018).

#### **9. Potential 3rd Day Masterclass**

The organizer has reserved the event location for a potential 3<sup>rd</sup> day Masterclasses event. Each participant has the option to select on the registration form if they're interested in a 3<sup>rd</sup> day Masterclass and which of 4 available they are interested in. If selected, the participant will be added to the waiting list for the chosen masterclass. No invoice for the 3<sup>rd</sup> day will be issued after registering. Potentially in late September, the organizer will let the interested participant know, if enough people registered for a 3<sup>rd</sup> day Masterclass. An invoice will be sent for the 3<sup>rd</sup> day Masterclass at that time.

#### **10. Registration cancellation and transfer of the registration**

##### **a. Cancellation by the participant**

Cancellation of the registration is possible within 8 days after the registration was submitted. After the payment was submitted, the cancellation is no longer possible. The organizer does not refund any money for paid and non-attending of the event by the participant. Prepaid invoices will be refunded in case of event cancellation by the organizer (more in point 11).

##### **b. Transfer of the registration**

A successful and paid registration may be transferred to another person in the case when a participant cannot attend the event. The participant must inform the organizer and provide the name, surname and e-mail of the person that will be attending the event instead. In the case that the masterclass was paid by the company, the transfer of the registration is only possible for employees within the same company. Transfer of the registration is not possible for single payers. In case of transfer, the participant cannot change the masterclass – the registration is valid for the same masterclass as chosen in the original registration.

#### **11. Rules determined by the provider of the event's location**

In all indoor areas of the hotel and restaurant smoking is strictly prohibited in all forms including electronic cigarettes. A participant who breaks this rule will be punished with a fine of at least 2.000,00 €. The organizer cannot take any responsibility in such an event. The fine must be paid directly by the participant.



Each participant is responsible for well behaving at the event. All potential damages done to the hotel and/or its equipment, the hotel staff or hotel guests must be paid directly by the participant. The organizer will not take any responsibility in such an event.

If the organizer will be issued an invoice for such cases by the event location provider, the organizer will pursue all legal options for the reimbursement from the participant that caused the damage.

## **12. Event cancellation**

The organizer has the right to cancel the event in full or certain portions of it at any time. In such case, the participants will who have already paid the fee will be reimbursed no longer than 14 days after the date of cancellation.

Ljubljana, 13.5.2019