

# 12th Annual EU UN Procurement Seminar

## TERMS AND CONDITIONS

All attendees of the 12th Annual EU UN Procurement Seminar, April 20-22, 2015 are accepted subject to the following terms and conditions. Attendance at any session confirms acceptance of these terms and conditions.

### A. Application Process

The application process will have the following stages and guidelines:

#### Expression of Interest

- 1) Filling out the online registration form represents a serious expression of interest.
- 2) Your company profile will receive an initial review by EUPF coordinators.
- 3) If it is deemed that you are (a subsidiary of) an EU company, your profile fits the description of a probable candidate for the program, and we have NOT reached our maximum capacity, you will receive a link to submit your payment through PayPal for the full amount of the program within 5 days of your pre-registration.

*\*If we have not received your payment, or a proof of payment, on the 5<sup>th</sup> day after we sent your payment link, we can no longer guarantee your registration.*

- 4) The EUPF's goal is to have an even distribution of participating EU-companies. Therefore there will be a country cap in place of 15 companies per EU country till **January 12th, 2015**. After that date, if the maximum capacity of 150 companies has not been reached, we will accept companies based on their registration date.
- 5) Registration for 1-on-1 meetings with the UN will be closed on **March 6<sup>th</sup>, 2015**. After this date only registrations without guaranteed one on one meetings will be accepted.
- 6) Your profile will then be sent to be reviewed by the appropriate UN staff. You will be notified by **March 20, 2015** whether your 1-on-1 meeting requests have been honored by the UN-organizations.
- 7) If you have requested at least three (3) 1-on-1 meetings and your company has been selected for less than two 1-on-1 meetings, you have the option to cancel your registration until **March 27<sup>th</sup>, 2015**. A full refund of the money that EUPF received from you, minus US\$75 administration fee, will be sent to you by PayPal, check or money wire, depending on how you paid.
- 8) Participation for workshops will be on a first-come, first paid, first-served basis and priority will be given to company representatives.

#### Selection Stage

- 1) In case that more companies have been selected for 1-on-1 meetings by UN staff than can be accommodated by the program, a selection will be made. This selection will be made by EUPF, with strong recommendations by the participating UN-organizations. The selection will be based on:

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- (a) The information submitted about the company's good/service and applicability of the product to procurement patterns of the participating UN-organizations.
  - (b) The applicability of the company's product to the themes of the Seminar's workshops. (Hence, if a company is not selected, this will not necessarily mean that there is no potential for the company at the UN. Companies that have a product that applies to the workshop themes will get priority).
  - (c) Payment status.
- 2) Government representatives are not allowed to have 1-on-1 meetings
  - 3) Per EU country three (3) Government representatives are eligible to participate at the seminar. The first three subscribers have the right to participate. Active EUPF members don't have to pay a registration fee; government representatives pay a Government Fee.

### Multiple Representatives

A company can participate with two representatives and will be considered as 'one company participation'. Only one meeting schedule will be arranged for each company. Should a company decide to arrange for an interpreter, that interpreter will have to be registered as a representative.

### **B. Payment Schedule**

- 1) Registrants will receive confirmation and a digital invoice within 5 business days of registration.  
Payments can be made via the PayPal link that EUPF will send to your company upon approval to participate. If the registrant can't pay with PayPal or US bank check, payment is possible through an international bank wire. This option will cost an additional US\$ 25 administration fee and all bank fees will have to be covered by the registrant.
- 2) Payments must be received in full by EUPF in US Dollars.
- 3) Registration is only completed after the payment has been received in full.  
Those attendees whose full payment, or a proof of payment, is not received within 5 days after the receipt of the PayPal link (or bank wire info) will risk losing their reservation to participate in the seminar to other companies. If your payment has not been received after 30 days after receipt of the PayPal link, your registration will be deleted.

### **C. Change and Cancellation Policy**

- 1) **March 6<sup>th</sup>, 2015** is the last day for registrants to cancel participation and receive a full refund of the received amount minus US\$ 75 administration cost per person.
- 2) Attendees who cancel after **March 27<sup>th</sup> 2015** by reason of receiving less than two 1on1 meetings from the requested, will be eligible to receive a full refund of the received amount minus US\$ 75 administration cost per person.

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- 3) Attendees that for then cancel after **March 27<sup>th</sup>, 2015** but before **3<sup>rd</sup> April 2015** will be eligible to receive a refund of 50% of their registration fee.
- 4) Attendees who cancel after **April 3<sup>rd</sup> 2012** are not eligible for a refund.
- 5) It may be necessary for reasons beyond the control of EUPF to change the content and timing of the program, the speakers, the date or the venue. In the unlikely event of the program being completely cancelled, EUPF will make a full refund of registration fee minus 15% administration costs but hereby disclaims any further liability.
- 6) EUPF reserves the right to postpone and/or relocate the seminar whenever it deems necessary.
- 7) EUPF will not be liable for any cost experienced by the attendee from cancellation or delay of the seminar.
- 8) EUPF reserves the right to substitute presenters and panelists for the seminar and workshops without prior notice.
- 9) EUPF reserves the right to cancel the seminar if the US Homeland Security Advisory System for the City of New York is raised to level 'SEVERE' (Red) and postpone the seminar to a future date. If a new date for a seminar has not been set by EUPF before June 26, 2015 the attendee will receive a full refund minus 15% administration cost before August 7, 2015. EUPF cannot be held liable for any cost experienced by the attendee from this cancellation.
- 10) If the Seminar is postponed but the attendee is unable to attend on the new dates, whether for reasons within or beyond the attendee's control, the attendee will receive a refund minus 15% administration costs.
- 11) EUPF will do its utmost to organize the best possible 1on1 meetings for the attendees based on the attendees' company profile; however EUPF cannot be held responsible for no-shows or last minute cancellations of UN-Staff for 1on1 meetings.
- 12) Company Substitutions: Substitutions from the same company are welcome. For security purposes EUPF must be informed by email at least ten (10) business days prior to the start of the seminar (before April 6<sup>th</sup> 2015).

### **D. Attendee's availability for 1-on-1 meetings**

- 1) Registration at the seminar. Attendees will be informed by **April 13 2015** at the latest when and where they can register for the seminar and pick up their final itinerary and documentation.
- 2) 1-on-1 meetings:
  - a) Attendees will be informed in the week of March **20, 2015** latest about the outcome of the UN procurement entities' screening for the 1-on-1 meetings.
  - b) Any time between 08.30 and 17.30 on the first two seminar days and between 08.30 and 13.00 on the third day we will consider the attendee available for 1on1 meetings with UN-staff. This presumption is necessary to coordinate the complex schedule of 1-on-1 meetings for all attendees to this seminar.
  - c) The time slot for a 1-on-1 meeting is 20 minutes, including transit time from one to another UN office (if applicable).

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- d) No 1-on-1 meeting can be arranged by EUPF members with UN-procurement entities visiting the seminar from outside New York (i.e., etc.) unless otherwise specified.
- e) EUPF will distribute an overview of the status of every attendee's itinerary **by April 13<sup>th</sup> 2015**.
- f) If an attendee wishes to change or request additional 1-on-1 meetings a request must be received, per e-mail, by March 6<sup>th</sup> the latest.
- g) EUPF will not assist with rescheduling if an attendee does not show up or is late for an appointment with a UN-staff member, whether for reasons within or beyond the attendee's control.
- h) Attendees are strongly advised not to make appointments with UN-staff for 1-on-1 meetings without notifying the EUPF seminar coordinators.

### E. Miscellaneous

- 1) Identification: for security purposes always take picture identification (i.e. passport or driver's license) with you during the seminar. You will also need the picture ID for the Network Reception on Monday.
- 2) Please note that entry into the US of America on a [visa waiver program](#) requires an electronically readable EU Passport. Please make sure that your passport is valid and electronically readable. Participants who are not eligible for Visa-waiver should obtain a B1-business visa at their local US Embassy. Please allow sufficient time for processing.
- 3) Intellectual property rights. No audio or video recordings can be made from the presentations or workshops. EUPF will provide you with the presentations after the seminar.
- 4) Promotional activities EUPF - The attendees give the seminar coordinators approval to announce the company's participation to the seminar on the EUPF website. The only information that will be released will be company name, attendees name(s) and a link to the company's website.\
- 5) In case there is not enough seating capacity during a particular workshop, priority seating will be given to company representatives.

**\*Important note:** All applications for this seminar are subject to the above terms and conditions and your acceptance of them constitutes a legally binding contract under US law. Participants will be deemed to have accepted the terms and conditions at the time of application online. Notwithstanding these terms and conditions, EUPF wishes to provide participating companies with the best possible service and we will usually try to accommodate all reasonable requests and circumstances. If you have a concern or query about anything to do with our seminar, please contact us promptly.

*Last updated: November 24, 2014*