

# Leo Europa Pre Forum 2019

## Terms & Conditions



2019 EDITION

25<sup>th</sup>, 26<sup>th</sup>, 27<sup>th</sup> January 2019

Portugal

## 1. Participation

- 1.1. Registration will open on the 1<sup>st</sup> of October 2018, with the launch of the registration link at 21:30 (CET), with the participation fee: 200 euros.
- 1.2. The registration link will be share in the lef2019.org website and facebook.com/lef2019pt and @lefportugal2019 instagram.
- 1.3. For Leo Europa Pre Forum 2019, there are a maximum of 80 spots (Including DL's and ILO's).
- 1.4. Each delegation will have two reserved spots: one for the International Liaison Officer and another for the Delegation Leader.
- 1.5. Other spots will be filled according to the time of registration on a first come first serve basis.
- 1.6. After filling the 80 spots, the remaining registrations will be put on the waiting list.

## 2. Refund, Payment & Cancellation

### Payment

- 2.1. Registrations will be confirmed through the payment of the corresponding fee (200 euros).
  - 2.2. The registration fee should be paid during a period of 15 days after the Orgateam sends, via e-mail, the payment details.
  - 2.3. After this period, if a participant did not pay the fee, the registration will be invalidated and the place will be given to a registration on the waiting list.
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## **Cancellation & Refund**

- 2.4. Delegates are able to cancel their registration until the 1<sup>st</sup> of December.
- 2.5. Until 15<sup>th</sup> of December, delegates can cancel their registration, but they will only receive a 50% refund.
- 2.6. If a delegate cancels the registration after the 1<sup>st</sup> of January, the Orgateam cannot guarantee the refund.

## **3. Flight Details**

- 3.1. Each participant will receive, via e-mail, a form where he/she can send the flight details.
- 3.2. Be aware to book your flight after you receive the confirmation e-mail with more informations.

## **4. The Hotel**

### **General Information**

- 4.1. The LEPF 2019 participants will be responsible for any damage they cause in their respective hotel rooms.
  - 4.2. If participants cause any damage, they must pay a compensation, according to what is established by the Hotel.
  - 4.3. It is forbidden to smoke inside the rooms.
  - 4.4. Tap water from the Hotel is suitable for consumption.
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### **Meeting rooms:**

- 4.5. Meeting rooms will be made available for the delegations who need it. However, any damage caused by the delegates in these meetings will be the responsibility of the country delegates.

### **Room parties:**

- 4.6. Noise inside the rooms is forbidden from 10:45 pm.

## **5. Parties at the Hotel**

- 5.1. The LEPF parties will be held at the Hotel, next to the Auditorium.
  - 5.2. In LEPF, the drinking cups will be reusable.
  - 5.3. Each participant will have to pay for a drinking cup and is responsible for keeping it. No monetary refund will be awarded if a participant breaks its cup.
  - 5.4. When LEPF ends, drinking cups can be returned and the initial cost paid for them will be refunded.
  - 5.5. The LEPF 2019 Orgateam will be responsible for serving the drinks at the Parties' Bar. If a participant buys something in the Hotel Bar, he/she should pay directly to the Hotel.
  - 5.6. Money will not be accepted directly at the bar. There will be a separate counter selling tickets that can be exchanged for drinks at the Parties bar.
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## 6. Oporto Visit

- 6.1. Each participant is responsible for its punctuality for the visit.
- 6.2. For the Oporto visit, participants will be able to choose between three different programmes: free time, sightseeing and visiting the Port Wine Cellars. After the choice is made (On 25th January, at LID), it cannot be changed.

## 7. Incidents and emergencies

- 7.1. Any situation of abuse of all types or incidents between LEPF participants must be reported to the Orgateam. The consequences derived from such behavior will then be discussed with the Delegation Leaders.
  - 7.2. Emergencies of any type must be reported to the Orgateam.
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