



2019 - PORTUGAL

Terms & Conditions

Leo Europa Forum 2019

3rd – 10th of January 2019

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1. Participation

1.1. Registration Seasons

1.1.2. Normal Registration Period

The regular registration season will be open from the **1st of April 2019**, with the launch of the registration link at **19:00 (CET)**, to the **15th of April 2019**, until **23:59 (CET)**.

1.1.3. Late Registration Period

The late registration period will be open from the **25th of April 2019**, with the launch of the registration link at **19:00 (CET)**, to the **10th of May 2019**, until **23:59 (CET)**.

The registration fee that correspond to this period have an additional cost of 50€ to the general fee.

1.2. Registration Form and Link

1.2.1. The registration link will be shared on LEF 2019 Website (<https://lef2019.org/>), Facebook page (facebook.com/lef2019pt), Instagram (@lefportugal2019) and via e-mail through the subscription system.

1.2.2. The registration form is possible to be updated. For this purpose, participants should save the confirmation e-mail they will receive after registration, where there is a link to their personal form.

1.2.3. Participants can update their registration form until the 31st of May.

1.3. Participation Confirmation

After filling the registration form, participants will immediately receive an e-mail with the registration confirmation and payment details.

1.4. Available Spots

For Leo Europa Forum 2019, there is a maximum of 200 spots in total, which include International Liaison Officers and Delegation Leaders.

1.5. Number of Spots per Delegation

Each delegation will have two reserved spots: one for the International Liaison Officer and another one for the Delegation Leader.

Other spots will be filled according to the time of registration on a first come first serve basis.

1.6. Reserved spots for non-elected ILOs and DLs

1.6.1. Spots for non-elected ILOs will be kept until the 30th of May 2019, which is the date until when ILOs or DLs should update the Orgateam with the name of the elected ILO or DL.

1.6.2. If a country has a National Convention or other activity in order to elect the ILO or DL after the 30th of May 2019, it should report that situation to the Orgateam in order to find a solution.

1.6.3. After the 200 spots are filled, the remaining registrations will be added to a waiting list. If a participant cancels its registration, the Orgateam will contact someone on the waiting list to complete the registration process.

1.7. Arrival and Departure Details

1.7.1. Arrival and departure details shall be updated by the participants in the registration form.

1.7.2. In order to update the form with arrival and departure details, participants should save the confirmation e-mail they will receive after registration, where there is the link to their personal form (see number 1.2.2. for explanation).

1.7.3. The form must be updated with arrival and departure details until the 31st of May 2019.

2. Payment, Cancellation and Refund

2.1. Payment

2.1.1. Each participant will receive the payment details via e-mail after sending the registration.

2.1.2. Registrations will be confirmed through the payment of the corresponding fee, which is 645€ (double rooms) or 695€ for late registrations (see no. 3 for Hotel Conditions and single rooms option).

2.2. Normal registration payment

2.2.1. Participants can pay the fee in two different installments.

2.2.2. The first installment shall be paid between the 1st of April 2019 and the 25th of April 2019 and it consists of 350€.

2.2.3. During the first installment period, participants can instead choose to pay the totality of the fee (645€).

2.2.4. The second installment, which consists of 295€, should be paid between the 25th of April and the 5th of June 2019.

2.3. Late registration payment

2.3.1. For late registration, the fee consists of 695€ (645€ + extra fee of 50€).

2.3.2. Participants that register for LEF during the late period are able to pay the fee for two different installments.

2.3.3. The payment period for late registration of the first installment will be held from the 29th of April 2019 to the 15th of May 2019 and consists of 400€.

2.3.4. During the first installment period, participants can instead choose to pay the totality of the fee (695€).

2.3.5. As for the second installment, it consists of 295€ and shall be paid between the 15th of May and the 5th of June 2019.

2.3.6. If a participant has failed to pay the first installment until the 15th of May 2019, he will receive a warning email and the registration will be suspended for 5 days. After these 5 days, if the participant did not pay, the registration will be canceled.

2.3.7. If a participant has failed to pay the second installment until the 5th of June, he will receive a warning via email and the registration will be suspended for 5 days. After these 5 days, if the participant did not pay, the registration will be canceled.

2.4. For every payment, participants must send a payment proof to accounting@lef2019.org.

2.5. Cancellation & Refund

2.5.1. There is a refund option for LEF 2019, in the following terms:

2.5.2. A participant can cancel its registration until the last day of the registration period payment for the first installment, which is the 25th of April 2019 and there is a refund of the total amount paid (350€ or 645€).

2.5.3. Until the 15th of May 2019, if a participant cancels the registration, there will be a refund of the total amount paid by the participants (350€ or 645€)

2.5.4. From 15th of May 2019, there is no possible refund in case of cancellation.

2.5.5. If there is a specific justification for a cancellation after these dates, the participant should report it to the Orgateam via e-mail in order to discuss different solutions.

3. The Hotel

3.5. Hotel Conditions

3.1.1. For LEF 2019, and due to Hotel Policy, there are only double rooms available. In case a single room is strictly needed, the participant should contact the Orgateam via info@lef2019.org.

3.1.2. It is forbidden to smoke inside the rooms.

3.1.3. Tap water in the Hotel is suitable for consumption.

3.1.4. The Spa has a cost of 3€ per entrance.

3.1.5. There are additional costs of swimming caps which are of mandatory use (5€) and bath robe (5€).

3.1.6. The Orgateam will warn the participants to bring their own items and this information will be also available on a “What to Bring?” document that will be available on LEF 2019 website.

3.1.7. The massage service has to be previously reserved and it is possible to find the prices on the following link: <https://www.axishoteis.com/Files/Axis-Vermar/SPA-Axis-Vermar-EN-2018.pdf>.

3.6. Damages caused by participants

3.2.1. LEF 2019 participants are responsible for any damage they cause in their respective hotel rooms.

3.2.2. If participants cause any damage, they must pay compensation, according to what is established by the Hotel.

3.2.3. If an incident in the rooms is reported by the Hotel staff, the Orgateam will warn the participants of the respective room. If the situation repeats itself, the Orgateam will decide about the continuation of the participant in the Forum.

3.2.4. The Orgateam will take into account episodes that occurred during Leo Europa Pre Forum.

3.7. Meeting rooms

3.3.1. Meeting rooms will be made available for the delegations that need it. However, any damage caused by one of the delegations during these meetings will be the responsibility of the country delegates.

3.8. Room parties

3.4.1. Noise inside the rooms is forbidden after 22:30 (local time).

3.9. Parties at the Hotel

3.5.1. The LEF parties will be held at the Hotel, in the “Hotel Foyer”.

3.5.2. In LEF, the drinking cups will be reusable.

3.5.3. The LEF 2019 reusable drinking cups are for free.

3.5.4. If a participant breaks its cup, he should buy another one for 2 euros.

3.5.5. If a participant changes what it is drinking during the night, it can ask for a new cup at the bar.

3.5.6. The LEF 2019 Orgateam will be responsible for serving the drinks at the Parties’ Bar. If a participant buys something in the Hotel Bar, it should pay directly to the Hotel.

3.5.7. Money will not be accepted directly at the parties’ bar. There will be a separate counter selling tickets that can be exchanged for drinks at the bar.

3.5.8. The counter selling tickets can be bought at the LID during the day and at a proper desk at the party room during the night.

3.5.9. Participants can exchange the counter selling tickets for cash until **Thursday, 8th of August 2019**, until 18:00 (local time), at the LID.

4. Leo Europa Forum Activities

4.1. Each participant is responsible for its punctuality for the activities.

4.2. If a participant misses an activity, this should be reported to the Orgateam by him or by the Delegation Leader.

4.3. Situations that occur during the time participants are not attending the established activities because of their own choice are not the Orgateam's responsibility.

4.4. Participants should pay attention and be responsible for their registration in the different activities, whether it is done through the registration form or at the LID.

4.5. Oporto Visit

4.5.1. For the Oporto visit, participants will be able to choose between 6 different programs for the afternoon: visit to Casa da Música; visit to Clérigos Tower; visit to the Handcraft Beer Factory "Nortada"; a photo marathon; or free time.

4.5.2. This choice will be made on the registration form and can be updated until the 31st of May 2019, subject to available spots.

4.5.3. In order to update their chosen programs, participants should save the confirmation e-mail, where there is the link to their personal registration form (see number 1.2.2. for explanation).

4.5.4. There are the following available spots for each activity:

- 50 spots available for Casa da Música;
- 50 spots available for Clérigos Tower;
- 60 spots available for Handcraft Beer Factory "Nortada";

- There are no limited number of spots for other programs.

4.6. Workshops (Serious and Fun)

4.6.1. During Leo Europa Forum, participants will be able to participate in two different kinds of workshops: fun and serious.

4.6.2. The workshops themes will be shared on LEF 2019 social media and via e-mail before the Forum.

4.7. Beach Sports Day

4.7.1. For the Beach Sports Day, participants will be able to choose between different programs during the morning: surf class, beach soccer, volleyball or rugby, a zumba dance class or a color battle.

4.7.2. For the surf class, there are 125 spots available. Regarding other programs, participants can choose between the ones they prefer and attend all of them during the morning.

4.7.2. For the surf class, participants shall sign up for it on the registration form until the 31st of May.

5. Incidents and emergencies

5.1. Any situation of harassment of any form by LEF participants must be reported to the Orgateam. The consequences derived from such behavior will then be discussed with the Delegation Leaders.

5.2. Any disrespectful situation against another participant or a member of the Orgateam is strictly condemned by the Orgateam, who will act in accordance to the problems caused.

6. Contacts

6.1. Participants can contact the Orgateam at any time using the following phone numbers:

- +351 918 038 215 (Bruno Soares)
- +351 927 371 347 (Miguel Morim)
- +351 961 168 290 (Mafalda Infante)

7. Other situations

7.1. In case a participant has a particular question or specific situation regarding one of the topics above, namely registration, payment and cancellation or activities, the Orgateam advises to send an e-mail to info@lef2019.org in order to find a solution.