

## Terms and Conditions for AmCham Germany Events

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### Participation

In most cases, participation at AmCham Germany events is possible for both members and non-members. Some events, however, are open only to members. Such restrictions will be indicated in the invitation. It is permitted to forward non-personalized invitations within your company.

A written confirmation is required for attending AmCham Germany events.

### Admission Fees

For each event, AmCham Germany will determine the method of payment in advance. Generally, there are two methods of payment:

- **Invoice:** if you are not asked for your credit card details while registering for an event, you will receive an invoice via mail or email after the event.
- **Credit card:** when registering for the event, you will submit both your personal data as well as your credit card details. A receipt will be issued either via email/mail or on-site at the day of the event. Your credit card details will not be stored by AmCham Germany.

### Cancellation Policy

#### Standard Regional Events (e.g. Business Luncheon, AmCham Germany Forum) and Expert Briefings

If there is an admission fee, a cancellation of your registration up to **two days** prior to the event is free of charge. If you cancel your registration within this period, your admission fee will be refunded. Sending another participant to replace you is possible at all times but needs to be re-confirmed by AmCham Germany.

Please let us know about your cancellation or your replacement by emailing [events@amcham.de](mailto:events@amcham.de).

#### Annual Membership Meeting, Transatlantic Business Conference, Transatlantic Partnership Award

If there is an admission fee, a cancellation of your registration up to **five days** prior to the event is free of charge. If you cancel your registration within this period, your admission fee will be refunded. Sending another participant to replace you is possible at all times but needs to be re-confirmed by AmCham Germany.

Please let us know about your cancellation or your replacement by emailing [conferences@amcham.de](mailto:conferences@amcham.de).

In case AmCham Germany has to cancel an event, e.g. due to low demand, your admission fee will be refunded. Further claims against AmCham Germany are not possible, except in cases of intentional or grossly-negligent behavior on the part of AmCham Germany staff and other affiliated persons.

### Program Changes

The program of an event may be subject to change.

### Photographs and Video Recordings

AmCham Germany takes photos and occasionally produces audio and video recordings for subsequent coverage of the event (website, social media, etc.). With your registration, you agree to appear in these recordings. Of course, you can revoke your consent at any time. Please contact [datenschutz@amcham.de](mailto:datenschutz@amcham.de) for this matter.

### List of Participants

To facilitate effective networking, AmCham Germany provides a list of all registered participants (company, position, full name, and city) at every event. With your registration, you agree to appear in the list of participants. Of course, you can revoke your consent at any time. Please contact [datenschutz@amcham.de](mailto:datenschutz@amcham.de) for this matter.