

## TOMORROW PEOPLE ORGANIZATION TERMS AND CONDITIONS OF ADMISSION, ENROLMENT AND PARTICIPATION IN PROGRAMS

### 1 INTRODUCTION

1.1 The Terms and Conditions of Admission, Enrolment and Participation in Programs describe the principal rights, duties and obligations of applicants and enrolled delegates (hereafter “you”) and Tomorrow People Organization (hereafter “TPO”) both during the admission process and after enrolling on a program.

1.2 To accept an offer of admission you must follow the guidance given in your offer letter, that you will receive if admitted to a program.

1.3 These terms and conditions represent an agreement between TPO and you. By accepting the TPO offer of a place on a program, you accept these terms and conditions in full, which along with your offer, form contract between you and TPO in relation to your attendance of a program you are admitted to.

1.4 These terms and conditions are subject to change from time to time to reflect changes in the law, market conditions or in custom and practice at our programs.

1.5 If you have any questions or concerns about these terms and conditions, please contact TPO at [contact@tomorrowpeople.org](mailto:contact@tomorrowpeople.org)

### 2 PROVISION OF INFORMATION

2.1 The most up to date information on TPO’s programs is published on the respective programs’ websites and we strongly encourage you checking them periodically for most accurate and up to date information.

2.2 We cannot guarantee the accuracy of information that is published on third party external websites or social networks or any other platform administered by third parties.

### 3 APPLICATION

3.1 You must ensure that all information supplied to TPO for entry to a program for professional, statutory and/or regulatory body entry or for immigration purposes is true, accurate and complete. Applications found to include false, incomplete or misleading information may be withdrawn by TPO or the offer may be amended.

3.2 If some of the information in your application is missing or it is unclear or incomplete, TPO will contact you asking for clarification that is to be submitted within requested period of time that will be specified. If you do not provide requested information within the requested deadline, or provided information is incomplete or unclear or no response is received from you then TPO will cancel the application.

3.3 If TPO suspects that an application is fraudulent, TPO will contact you asking for an explanation. If it is confirmed that the application is fraudulent, and an inadequate explanation or no response is received from you then TPO will cancel the application.

3.4 If we are unable to offer you a place in a program, for any reason, such as you do not meet the entry requirements for your chosen program, or the program is full, with your explicit consent, we may pass on your application for consideration for other TPO programs.

#### 4 ADMISSION

4.1 Admission to TPO programs is based on assessment and review of submitted application.

4.2 Your admission to TPO program is subject to your adherence to the TPO's procedures for registration and enrolment. You must comply with the terms and conditions set out in this document, including the specific terms and conditions specified in the received offer to join a program. Unless agreed upon to the contrary, you will be expected to comply with the latest version in force at the time.

4.3 The offer of a place in a TPO program is conditional and only valid until the date stated in the offer letter. Any fees and charges of which you are informed along with the offer letter, are to be settled by the deadline stated in the offer letter.

4.4 If you have not fulfilled the conditions of your offer on or before the date notified to you in your offer or any other date notified to you, TPO is not obliged to guarantee the availability of spot to you and your offer may be withdrawn and space offered to another applicant.

4.5 TPO may withdraw or amend its offer to you or terminate your registration, if it is discovered that you have made false statements or omitted significant information in your application that would be of relevance when considering your application for a program.

#### 5 CORRESPONDENCE

5.1 Admitted applicant is expected to use the same name they applied under in all official correspondence with TPO.

5.2 If any important information relevant to the program has changed, i.e. email address, contact phone number, name or affiliated institution, you are expected to confirm the same with the program committee accordingly to ensure your details in our records are up to date.

5.3 You are expected to respond to the offer by the deadline stated in the offer, clarifying your position. As a matter of courtesy to waiting listed applicants, we appreciate immediate notification in the event of inability to attend the program.

5.4 If admitted applicant is not reachable and no response is received by the deadline stated in the offer, TPO reserves right to withdraw admission and offer position to another applicant, while marking provided contact details as non functional and applicant's details inaccurate, preventing them from being considered for any of the future programs organized by TPO.

5.5 If admitted and registered presenter is not reachable, within minimum 4 weeks prior to the scheduled start of the program, TPO reserves the right to remove their presentation from the agenda or to reschedule it or to change the presenting format, subject to the discretion of the program's committee

## 6 REGISTRATION

6.1 You are considered a registered delegate once you have completed the registration process, as per the guidelines and within time frame stated in the offer letter, which includes submission of requested documents and payment by the deadline stated in the offer letter.

6.2 TPO does not keep nor guarantees the availability of spots in our programs for non registered delegates. Registration onsite is subject to availability of spots and is available for observers only. It is solely at the discretion of the program committee to decide whether or not onsite applicant will be registered.

6.3 Registered delegates are requested to provide proof of identity onsite at the registration desk, upon request. If you are not able to prove identity, you may not be accepted to a program.

## 7 ATTENDANCE

7.1 All delegates, guest and staff are requested to wear program IDs at all times, while in the program area and attending scheduled conference activities outside the conference area. TPO reserves the right to deny access to any scheduled activity to those who do not wear program IDs.

7.2 TPO encourages delegates to stay in attendance during the entire program, to maximize the benefits of the experience. Keep in mind that space in TPO programs is limited and being given an opportunity to attend is a privilege offered to a small percentage of applicants.

7.3 Presenters are expected to be in attendance during the entire program, particularly on a day and session their presentation is scheduled on. If, for any reason, presenter is unable to present during the allocated time slot, presentations will shift up and continue as scheduled. Presenters who fail to be there for scheduled time of their presentations will not be given another time slot and will not be able to present a paper.

7.4 Presenter whose presentation is scheduled but is, for whatever reason, unable to present, is requested to confirm with TPO onsite staff immediately.

7.5 Accompanying persons, not registered for the event are not allowed in the event area, unless otherwise permitted by the organizing committee. Accompanying persons may register for the program, subject to available space and will be given priority if space is limited.

7.6 Certificates of attendance are delivered on the last day of program, after the last session. Requests for early handing of certificates may be considered exceptionally, on a case by case basis on a discretion of organizing committee of program.

7.7 TPO reserves the right to deny certificates of attendance to those who have not been in attendance for the most sessions of the event.

## 8 GENERAL HOUSEKEEPING RULES

8.1 TPO encourages respectful and time appropriate discussions. If you disagree with a presenter or any other delegate, we encourage you to ask for clarification or express your opinion and offer arguments, once given a word by program moderator.

8.2 You are expected to behave courteously and with respectful toward all other delegates. Any inappropriate or offensive attitude or behavior, especially on the gender, racial, national, sexual orientation or religious basis will be sanctioned and will result in being removed from the event. TPO has a zero tolerance policy toward this kind of behavior.

8.3 All electronic devices should be turned to mute, while in the meeting rooms and you should also refrain from side talks, during the presentations. Photos may be taken but with flash off. Any disruptive behavior may result in you being asked to leave the meeting room.

8.4 Presenters are responsible for preparing their presentations to comply with general guidelines provided in the offer and available technical possibilities stated in the offer.

8.5 In general, unless otherwise stated, individually allocated time slot includes time for questions and answers as well.

8.6 If presentation includes any electronic files to be screened or played, presenters are requested to upload the same on the official program computer prior to beginning of a session they are scheduled to present within.

## 9 PAYMENTS

9.1 Upon accepting the offer, you are requested to comply with terms and conditions stated in the offer as well as general terms and conditions defined in this document, including the payment of applicable program fee, as specified in the offer, unless otherwise stated.

9.2 All payments are to be completed and dues settled by deadline stated in the offer.

9.3 If there is an outstanding due, for any reason, it is to be settled prior to the program or you will not be admitted to a program.

9.4 TPO reserves the right to claim refund for any unpaid dues from your institution and to take any necessary legal actions to ensure the unpaid dues are settled to TPO.

## 10 CANCELLATIONS

10.1 You may terminate the offer within 60 days prior to scheduled start of a program, for whatever reason, and receive a refund of 50% of paid admission, minus any applicable costs of the money transfer. TPO will not be responsible for possible bank charges, or credit card charges or any third party service provider's charges, associated with a transfer, either inbound or outbound. Other costs related to offer, airfare, optional services offered by and booked from third party providers are subject to third party's cancellation policy and TPO will not be responsible for any of these costs.

10.2 You may terminate the offer within 14 days of completing registration, for whatever reason, provided that this period does not fall within 60 days prior to the scheduled start of program, and receive a full refund of paid admission, minus any applicable costs of the money transfer. TPO will not be responsible for possible bank charges, or credit card charges or any third party service provider's charges, associated with a transfer, either inbound or outbound. Other costs related to other, optional services offered by and booked from third party providers are subject to third party's cancellation policy.

## 11 LIABILITY OF TPO

11.1 TPO is responsible for accuracy of all information provided in the offer, on program website, all official correspondence and other official documents.

11.2 TPO is responsible for delivering a program on scheduled dates, inclusive of all components as stated in the offer, on the program website and other official documents related to the program.

11.3 If for any reason TPO is not able to deliver a part of the program or the entire program, TPO is responsible for informing registered participants immediately.

11.3.1 If the circumstances require a program to change format, it is to be defined and final program confirmed no later than 30 days prior to scheduled start of a program.

11.4 In an unlikely event that the program is postponed or cancelled by TPO, TPO will offer refund without a delay to all registered participants for that program and/or offer admission to another scheduled program, subject to availability of spots and qualifications and interest of prospective participant, assessed on a case by case basis.

11.5 If TPO does not inform registered participants that the program was postponed or cancelled, within 30 or more days prior to the scheduled start of program, TPO will be responsible for covering and will refund all costs of a registered participant, including admission fee, cancelling costs of booked accommodation and airfare and all bank transfer charges and all other costs, related to planned attendance of program.

11.6 TPO is responsible for being reachable through available and offered communication channels: telephone, email, postal address and other communication channels as specified in the offer or on program website.

11.7 TPO is responsible for providing assistance and information in a timely manner, no later than 5 work days, excluding weekends and public holidays. If the issue cannot be resolved or requested assistance or information provided within 5 work days, TPO is responsible for providing information on expected date when the requested service will be provided. If TPO is not able to assist with an issue, it is the responsibility of TPO to inform immediately involved parties.

## 12 WAIVER OF LIABILITY

12.1 TPO will not be responsible for any circumstances that are above TPO control, such as natural disasters, civil unrest or any other circumstances that could not be foreseen and controlled, and for any consequences as a result of those circumstances, including possible postponing or cancellation of scheduled program as a result of these circumstances.

12.2 If program is postponed or format of program changed because of circumstances explained in 12.1, TPO is responsible for offering the alternative for attending program in a new format or a full refund of paid admission fees, minus money transfers related charges, which TPO will not be responsible for. TPO may also offer admission to another scheduled program, subject to availability of spots and qualifications and interest of prospective participant, assessed on case by case basis.

12.3 TPO is not responsible for any information or services provided and booked with third parties.

12.4 TPO is not responsible for any activities aside from scheduled activities of a program.

12.5 TPO will not be responsible for any unknown medical conditions or incomplete or false information provided by a participant.

### 13 PRIVACY POLICY

13.1 TPO is dedicated to keeping your details private. Any information TPO collects in relation to you is kept secured.

13.2 TPO will never and under no circumstances pass on/sell/trade your personal details with any third party.

13.3 The information TPO collect from you are only used for the purpose of the TPO program or to help us provide you with TPO newsletter periodically, featuring news and information related to a program or other programs or news related to activities of TPO.

13.4 Your contact information submitted officially by official forms provided by TPO, may be shared with other participants of the program you are participating in. TPO fosters networking and cooperation as one of main benefits of attending TPO programs. If you specifically do not want your contact email to be shared with other delegates, you are expected to inform relevant committee specifically.

13.5 It is our practice to take photos of activities conducted by TPO in all our programs. These photos will be used and shared on the program website and social media. If for any reason you do not want to be taken photo of, you are requested to inform TPO staff beforehand. TPO will not be responsible for any inconvenience or damage caused by posted photos, if no notice is received in advance.

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