



Venue

MERCURE HOTEL MOA BERLIN
Stephanstrasse 41, D-10559 Berlin Moabit
T. +49 30 39 40 43 0
www.hotel-moa-berlin.de

Organiser

Bundesverband Gebäudegrün e.V. (BuGG)
Albrechtstraße 13, D-10117 Berlin, Germany
www.gebaeudegruen.info

Congress organisation

pcma professional congress & marketing agency gmbh
Crellestr. 21, D-10827 Berlin
E. bugg@pcma.de
F. +49 30 76 76 84 29

General terms and conditions of participation

Addition during the Corona (SARS-CoV-2) pandemic

The current regulations of the State of Berlin (<https://www.berlin.de/corona/massnahmen/verordnung/>) and the event hotel (<https://hotel-moa-berlin.de/>) apply.

If the conditions (country or hotel) set at the time of the event are not met by participants, the organiser has the right to exclude the person concerned from the event. This shall not give rise to any right to reimbursement of the participation fee. Should the organiser relax the obligation to provide proof, there is no right of withdrawal for persons who have already registered and there is no right to a refund of participation fees.

Event fee presence or online event

The event fee for attendance is per person and includes:
Participation in the lecture series, depending on the booking, for one or both days, participation documents that may be made available, access to the trade exhibition and catering during the breaks. Not included are the congress party and the excursions on day 3 - these can be booked separately. Accommodation, travel to and from the congress and all associated costs must be organised, booked and paid for by the participants themselves.

The event fee for online participation is per person and includes:
Participation in the lecture series on the online platform, depending on the booking, for one or both days, access to the digital trade exhibition and digital participation documents that may be made available. The congress party and excursions on day 3 cannot be booked individually for online-only participation.

Status of members, city representatives, students and non-members

Registration as a "member" is only possible for members of the associations listed on the Congress homepage as International and National or as Congress Partners. By indicating one of these associations during registration, the participant confirms his/her current membership. False registrations will result in a subsequent calculation of the participation fee and a processing fee of EUR 30.00. Registration as a "city representative" is only possible for representatives of cities and municipalities.

When registering, "students" must upload their student ID or other corresponding proof or send a copy of this proof to: bugg@pcma.de with the subject: Proof of study status FIRST NAME SURNAME. All persons who do not fit into the above categories will register with non-member status.

Fee for sponsors

Booking a sponsor package includes the services and costs described in the information about sponsor packages. In addition to the conditions of participation described here, the separate terms and conditions for sponsors apply.

Bookings are made via the organiser Bundesverband Gebäudegrün e.V., e-mail: info@bugg.de

Fee for participants in the poster exhibition

Participation in the poster exhibition includes the services and costs described in the information about the poster exhibition. In addition to the conditions of participation described here, the separate terms and conditions for participants in the poster exhibition apply.

Bookings are made via the organiser Bundesverband Gebäudegrün e.V., e-mail: info@bugg.de

Payment and payment periods

You can pay the fees for your participation directly online* during your registration by credit card (VISA, MasterCard or American Express) as well as via "Sofortüberweisung" (only participants with a bank account in Germany) or via PayPal. Payment by invoice is also possible, but for organisational reasons only until June 16th 2023. All payments must be made in EUR.

In the case of payments on invoice, please ensure that you cover any fees incurred. For this reason, we recommend that participants from Non-EU-countries pay by credit card, as two sets of bank fees can be incurred for bank transfers; first in the country of origin and then in the receiving country.

Payment methods at a glance:

- Credit card* (AMEX, Eurocard / MasterCard, VISA),
- Sofort transfer* (only for participants with a bank account in Germany),
- Pay Pal*,
- on invoice and via bank transfer to:

pcma gmbh, Holvi Payment Services

BIC: **HOLVDEB1XXX**, IBAN: **DE54 1001 7997 7975 9391 69**

Purpose: World Congress of Building Greening / invoice number and/or participant number and/or name of participant

Please note the term of payment for your invoice (usually 14 days), which is stated on your invoice. In the event of a repeated payment reminder, you will be charged reminder fees amounting to EUR 10.00.

All fees are to be paid before the start of the event. Bank fees for chargebacks are borne by the participant.

Confirmation of booking and participation

Following successful registration, you automatically receive a booking confirmation by e-mail with your invoice attached in PDF format. The booking confirmation does not entitle the participant to attend the Congress. Entitlement to participate takes effect as soon as the corresponding invoice amount has been credited to the congress account.

Attendance participants will receive their access authorisation at the congress counter on site upon presentation of the booking confirmation. If your payment was made shortly before the start of the event, we kindly ask you to show a printout of your booking confirmation and in any case a proof of payment from your bank.

For online participation, the access data to the online platform will be sent 1-2 days before the event. If your payment was made shortly before the start of the event, please send a printout of your booking confirmation and proof of payment from your bank by e-mail to bugg@pcma.de so that the access data can be sent. A unique (personal) e-mail address must be provided for registration for online participation. Multiple registrations for online participation with the same e-mail address are not possible. The e-mail address used for registration will receive the access data for the online event and the participating person must have access to the e-mail account used for registration. It is possible to change the e-mail address; a processing fee of EUR 15.00 will be charged for this.

Separate confirmations are issued by the organiser for sponsors and participants in the poster exhibition.

Terms and conditions of amendment and cancellation

If you should wish to cancel your participation, please inform our congress office in writing:
pcma gmbh, Crellestraße 21, D-10827 Berlin, Germany
Email: bugg@pcma.de, Fax: +49 (0)30 767684-29

For cancellations up to and including February 26th 2023, you will be refunded the full amount of your participation fee, minus a processing fee of EUR 30.00. In the event of cancellation after this date up to and including May 26th 2023, a cancellation fee of 50% of the booked services and a processing fee of 30.00 EUR will be charged or deducted from the refund amount.

We ask for your understanding that in the case of cancellations that reach us after May 27th 2023, a refund of the participation fees and, if applicable, further services already booked is excluded or remain due for payment.

The date of receipt of the written cancellation by the Congress Office is decisive. Substitute participants can be notified up to 4 days before the start of the event for a processing fee of EUR 15.00 and only before the booking is cancelled.

All bookings are binding. Amendments and cancellations must be made in writing. Verbal agreements are not binding insofar as they have not been confirmed in writing by pcma gmbh.

Bank fees for chargebacks are borne by the participant.

Invoicing by post only takes place at the express request of the participant and for a fee of EUR 10.00

Deviating conditions apply for sponsors and participants in the poster exhibition, which can be found in the "Separate terms and conditions for sponsors" and the "Separate terms and conditions for participants in the poster exhibition".

Data protection

Information about the participant list

By participating in the event, you agree that we may publish your data mentioned in the following brackets (first name/last name, company/city/organisation, city, country) in a participation list, including on the congress website, and also pass them on to our sponsors. If you do not agree to this, you can object to the publication and/or forwarding of your data in writing to the congress office.
pcma gmbh, Crellestraße 21, D-10827 Berlin, Germany, Email: bugg@pcma.de

All other data collected in the course of registration will be used exclusively for the preparation, implementation and follow-up of the event for which you have registered, if necessary also with the involvement of external service providers.

Information about photos, video recordings and audio recordings

We indicate that photos, film recordings and/or audio recordings may be taken as part of the event. These recordings are associated with the visual depiction of people present, whereby the selection of people is random. The images are shown on the Internet (e.g. on the organiser's website or the congress website), in printed media and on social media channels. By entering the event venue, the persons present consent to free publication in the aforementioned manner without this requiring the affected persons to be notified explicitly. If, on an individual basis, the affected persons do not consent to publication concerning their person, we ask that the responsible photographer or camera operator be notified directly.

If the affected person should not consent to an existing, specific publication of a photographic depiction of their person, we ask for immediate notification to our congress office at pcma gmbh by e-mail, telephone or by post with the precise description of the image under discussion. In this case, the image will be removed within a reasonable period of time, if possible, and will not be published further.

The organiser prohibits any photo, film or sound recordings by participants in both the face-to-face and online events (e.g. via mobile phone, camera or screenshot), as unauthorised recordings constitute copyright infringements by the speakers.



Further terms and conditions

If the conference cannot be held or cannot be held in the offered and booked form for reasons that are not attributable to the organiser or the performing agency (e.g. Natural disasters, strike, pandemic or force majeure), there is neither a claim to a refund of the (proportionate) participation fees nor to compensation for other damages or financial losses.

We indicate that the organiser is only liable for claims for physical injury due to intent or negligence and for material damage due to intent or gross negligence of the organiser. No further claims can be made. The organiser is not liable for the loss or theft of any items and motor vehicles brought to the event, except in the event of intent or grossly negligent causation.

No guarantee is made for programme changes and timing alterations for events. The organiser reserves the right to reschedule or relocate events or parts thereof (seminars etc.). This also includes the cancellation of individual items in the programme.

This does not give participants the right to withdraw. No compensation claims may be made for this. The organiser commits to notify all those affected of any changes as soon as he becomes aware of them.

The organiser is also not liable for the attendance of announced speakers. In the event of cancellation, the participant does not have the right to compensation claims of any kind. The organiser will endeavour to resolve the situation with a suitable replacement. The current status of the speakers can be seen published online up to one week before the start of the event. Online amendments after this are no longer possible for technical reasons.

Furthermore, there is no right to compensation for defective, missing or incomplete publications in printed materials or on the congress website.

Should individual terms and conditions be invalid or unenforceable or become invalid or unenforceable, this shall not affect the validity of the remaining terms and conditions. The invalid or unenforceable provision shall be replaced by a valid and enforceable provision whose effects come as close as possible to the economic objective pursued by the contracting parties with the invalid or unenforceable provision. The above provisions shall apply accordingly in the event that the Terms and Conditions prove to be incomplete.

Berlin, November 9th 2022