

# SAP CONCUR FUSION

## Registrant Terms and Conditions

These SAP Concur Fusion – Registration Terms and Conditions (“Terms and Conditions”) govern your relationship with Concur Technologies, Inc. and its affiliates in connection with your registration and participation during at SAP Concur Fusion taking place on March 15 - 17 2022 (“Conference”) and any communication and exchange you have with SAP Concur in connection with the Conference, whether before, during, or after the Conference. By registering for the Conference, you agree to comply with these Terms and Conditions.

COVID-19 requirement: All SAP Concur Fusion attendees must provide certified proof of full vaccination against COVID-19 or a negative COVID-19 test taken within 72 hours prior to arriving at the event. Face masks must be worn at all times by SAP Concur Fusion attendees. For additional questions, please visit the [Health and Safety page](#). Revisions of this information may be made to align with updated guidance from the Centers for Disease Control (CDC), federal, state, or local government.

### **Cancellation and Refund Policy**

A US \$50 service charge applies to all Full Conference registration cancellations.

If SAP Concur receives your cancellation notice by Friday, February 18 at 5:00 p.m. ET, you will be issued a full refund of your registration fee (minus the \$50 service charge) via the original payment method. A registrant must provide the registration confirmation number and submit a written cancellation request via e-mail to [concurfusion@sapevents.com](mailto:concurfusion@sapevents.com). SAP Concur will not accept a cancellation request over the telephone.

If SAP Concur receives your cancellation notice after Friday, February 18 at 5:00 p.m. ET, you will not be eligible for a refund.

If, due to COVID-19, government policies restrict your travel to the United States, SAP Concur will issue you a full refund of your registration fees (minus the \$50 service charge) via the original payment method until March 7, 2022.

Conference no-shows are ineligible for a refund.

### **Registration Substitution Policy**

Registration substitutions are only permitted between employees from the same company. There is no fee for name change substitutions if no payment information is changed. A US \$50 administrative fee will apply to any substitutions requiring updates to payment information. A registrant must submit a completed substitution form via email to [concurfusion@sapevents.com](mailto:concurfusion@sapevents.com). SAP Concur will not accept a substitution request over the telephone. If a substitution is required on-site, SAP Concur will accept a written request on company letterhead.

Registration cancellation or substitution does not automatically affect a registrant’s hotel reservation. The registrant is responsible for contacting the hotel property directly at (800) 399-7629 to make any changes or to cancel an existing hotel reservation. A hotel reservation must be cancelled at least 72 hours prior to scheduled arrival date to receive a full refund. Registrants who fail to check in on their scheduled arrival date (no-show), forfeit their first-night deposit (room rate, plus hotel tax) and the remaining nights of their reservation will be automatically canceled. SAP Concur is not responsible for any hotel no-show penalty.

### **Housing**

Registered attendees and approved employees will receive a specific link to book a hotel reservation at the Orlando World Center Marriott following the registration process, as well as in their event registration confirmation email.

If you made a hotel reservation during registration, you will receive a separate hotel email confirmation. Please keep your hotel confirmation email for future reference should you need to make changes to your reservation.

To book a new hotel reservation or make changes to an existing reservation, please [click here](#) or call (800) 399-7629. For changes and cancellations to an existing reservation, you will need your confirmation number that can be found in your hotel confirmation email. Cancellations made within 72 hours of arrival will forfeit one night’s room and tax. SAP is not responsible for any hotel no-show penalty.

The hotel block may fill up quickly, so we strongly encourage you to reserve your hotel room early in order to be given the opportunity to book at the conference hotel. Discounted hotel rates, based on hotel availability, will be available to

registered attendees until February 21, 2022, or until the official conference hotel block is filled.

Warning: Please be aware of unofficial housing solicitations. If you are contacted by anyone other than the SAP Concur Fusion email alias ([concurfusion@sapevents.com](mailto:concurfusion@sapevents.com)), please note they are not endorsed by SAP Concur. Despite their claims, they do not have access to our negotiated discounted rates. If you make a reservation with any other company, SAP Concur cannot guarantee your reservation is valid.

To receive the special hotel rate at the Orlando World Center Marriott for this meeting, you must use the SAP Concur official housing link found in your event registration confirmation email. SAP Concur strongly recommends you DO NOT book housing from any company that contacts you via phone or email.

Did you book unofficially? If you have already made hotel reservations through an unofficial solicited source, please contact the hotel directly to verify the validity of your reservation. Additionally, you can contact your credit card company to cancel the charge if you made that reservation under false pretenses or if you call the hotel and find there is no room being held for you via this unofficial housing entity. Some of these unofficial housing entities sell rooms they do not hold at a given hotel, or they will tell you that they could not get you into the hotel they booked for you and switch you to a lower-class hotel.

### **Recordings**

SAP Concur may record my image, photograph, and voice by any technology or means (the "Recording") at the event (the "Conference") and use it in various media for the Conference, advertising, or any other lawful purposes and I release SAP Concur from any claims resulting from such use of the Recording.

SAP Concur does not authorize attendees to photograph, video, or record talks or otherwise make screenshots of presentations made at the Conference – including, but not limited to, keynotes and presentations, without the express written permission of SAP Concur and the person(s) being recorded. Any persons in violation of this policy or recording for any commercial purpose may be asked to leave the event. This policy applies to any official exhibit displays. To request permission to record onto any media for commercial use at the Conference, please contact [sapconcur\\_events@sap.com](mailto:sapconcur_events@sap.com).

### **Disclaimer**

Registrants must be 21 years of age to register for the Conference.

The Conference materials are provided for information purposes only. SAP Concur shall not be liable for damages of any kind resulting from errors or omissions in the Conference materials, nor shall SAP Concur be liable for any damages resulting from the use of the Conference materials or other information conveyed at the Conference.

SAP Concur may provide information or statements about planned or potential products or services or features at the Conference. Such statements are not a commitment of any kind by SAP Concur that such features or products or services will ever be made commercially available or available according to any specific timeframe. SAP Concur may change their plans regarding future product or service releases at any time for any or no reason. If you elect to provide feedback or product or service improvement suggestions about SAP Concur products or services to SAP Concur, you do so freely without any reservation of rights and you place no restrictions on SAP Concur as to the use of such feedback or suggestions.

SAP Concur, the place, congress center or otherwise where the Conference will take place (the "Venue") and the city where the Conference takes place (the "City") will not be responsible for any personal injury or property damage arising from or in connection with attendance at the Conference or participation in any Conference activities or events.

SAP Concur, the Venue and the City assume no responsibility for any losses due to theft or loss of equipment and articles or other personal property. SAP Concur, the Venue and the City also reserve the right at their sole discretion and with no additional liability to refuse entrance, immediately eject and terminate the participation of any person whose conduct is deemed objectionable, disorderly, or disruptive to SAP Concur or facility, or in violation of any law.

SAP Concur reserves the right to refuse or cancel any individual registration at any time with no liability other than refunding the applicable registration fee, if any.

In the event that the Conference is cancelled, registrants will be refunded only the registration fee (when a registration fee was applicable). Cancellation of travel and hotel reservations is the exclusive responsibility of the registrant.

### **No Licensing in Material**

Except as expressly agreed otherwise, the provision of any material to you at the Conference does not constitute any grant of rights other than the right to use the provided material for your own purposes and does not constitute a license to reproduce, distribute, make available or otherwise use or commercialize any such provided material.

### **Data & Privacy**

Please see SAP Concur's [SAP Concur Marketing Privacy Statement](#) for information on how SAP Concur handles

your Personal Data in connection with the Conference.

In connection with the registration and providing access to the Event, we may ask for information about your health for the purpose of identifying and being considerate of individuals with disabilities or special dietary requirements throughout the Event. Any such use of information is based on your consent which shall be collected upon your registration to the Event. If you do not provide any such information about disabilities or special dietary requirements, SAP Concur will not be able to take any respective precautions.

A mobile application that features all Conference information and enables you to better plan your event and network with other attendees may be available. By default, your personal data is not shared with other attendees. It is at your discretion to download the application and to turn on the network features, if any, in which case we will share basic information about you (i.e. your name, company and email address) with other participants of the Event in order to foster the communication and exchange of ideas.

SAP Concur will not provide your information for marketing purposes to any unrelated third parties, unless you have consented to such sharing of your information. In addition, please be advised that the contact information submitted in your registration and during your participation at the Conference will be available to the agency appointed to facilitate the management of the Conference, if any, including through the barcode or QR code printed on your Conference badge. Some exhibitors at the Conference may have badge-scanning devices as part of their displays and promotional activities. Also, many smart phones are equipped with code scanners. It is at your discretion to agree to provide your badge to any exhibitor for scanning, which will allow the exhibitor or other attendee to collect your information and use it for future marketing purposes. You agree that SAP CONCUR have no control, responsibility, or liability associated with any exhibitor's direct collection or use of your information. If you do not agree to such collection and use, do not provide or allow your badge to be scanned.

SAP Concur will not provide your information for marketing purposes to any unrelated third parties, unless you have consented to such sharing of your information. In addition, please be advised that the contact information submitted in your registration and during your participation at the Conference will be available to the agency appointed to facilitate the management of the Conference. This includes usage of your submitted mobile number for Conference updates and notifications, as well as through the identification code printed on your Conference badge and/or wristband. Additionally, some exhibitors and locations at the Conference may have scanning devices as part of their check-in process, displays or promotional activities. Also, many smart phones are equipped with code scanners. It is at your discretion to agree to provide your badge or wristband to any exhibitor for scanning, which will allow the exhibitor or other attendee to collect your information and use it for future marketing purposes. You agree that SAP CONCUR have no control, responsibility, or liability associated with any exhibitor's direct collection or use of your information. If you do not agree to such collection and use, do not provide or allow your badge or wristband to be scanned.

#### **Other**

The views expressed by any Conference attendee, speaker, or sponsor are not necessarily those of SAP Concur. All Conference attendees, speakers, and sponsors are solely responsible for the content of their respective individual or corporate presentations, marketing collateral, or advertising. For any questions regarding the Conference and these terms, please contact [sapconcur\\_events@sap.com](mailto:sapconcur_events@sap.com).

In addition to the above Registrant Terms and Conditions, you agree to the [SAP Concur Terms and Conditions](#).