

# ECONOMIC FORUM



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## **Registration and Participation**

### **How can I register for the Economic Forum?**

The registration form is available at: [www.forum-ekonomiczne.pl](http://www.forum-ekonomiczne.pl)

Full registration consists of two stages.

Completion of 1st stage registration form signifies your willingness to participate in the Economic Forum but does not complete the registration process. The 2nd stage registration form is sent first to those invited by the Organiser and to representatives of partner companies.

### **When will I receive the link for 2nd stage registration form?**

Verification of the 1st stage can take up to 14 working days.

Please be patient while awaiting for the link to 2nd stage registration form.

Please note that the email with the link may end up in the SPAM folder.

### **What is the 2nd stage of registration?**

2nd stage of registration is an individual participant form, which displays the amount of the conference fee, the possibility to choose accommodation, the obligation to add a photo (which will be used in the conference materials), and the possibility to register one's spouse.

Only after receiving the confirmation of the 2nd stage registration and paying the participant fee you'll be able to participate in the Economic Forum.

The lack of an e-mail confirmation means that the 2nd stage registration form has been filled incorrectly.

### **Until when is registration for the Economic Forum open?**

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Registration is open until 12 August 2024. After this date, the Organiser reserves the right to close registration at any time without prior notice.

## **Until when can I cancel my participation?**

Registered participants may cancel their participation at no cost until 12 August 2024.

Please note that for cancellations after 12 August 2024, the participation fee (plus hotel reservation fee) is non-refundable.

For participants registered after 12 August 2024, the right to cancel at no cost is granted up to 24 hours after registration.

Cancellation of participation must be in writing and must be sent to the email address:

[rejestracja@isw.org.pl](mailto:rejestracja@isw.org.pl) in the subject line of the email please write: 'Cancellation'.

In case of unpaid participation fees, the Organiser reserves the right to execute the incurred costs as it is stated in the terms and conditions of participation in the Economic Forum.

Not informing the Organiser of the cancellation of participation and not taking part in the Forum obliges the participant to cover the costs of the stay, participation fee and other costs included in the 2nd stage registration form.

## **Do I need to attach a photo when registering?**

Yes. A correctly uploaded photo is the participant identification element visible on the ID badge.

## **Can I swap participants? How much does it cost?**

Yes, but the swap requires a written form and must be sent to:

[rejestracja@isw.org.pl](mailto:rejestracja@isw.org.pl) with the subject line: 'Change of participant'.

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The message must include:

- name of the person resigning,
- name, official position in Polish and English, e-mail address, phone number, and a photograph of the new participant

The participant swap must be confirmed by the Organiser. If you haven't received the confirmation please contact us again.

From 20 August 2024, the swap will result in an additional fee of 194 EUR.

After that date the swap application must also include invoice details.

By submitting a participant swap via e-mail, you agree to the registration terms and conditions.

## **How do I correct a misspelled name or a typo?**

Update your details by sending an email to: [rejestracja@isw.org.pl](mailto:rejestracja@isw.org.pl) with the subject line: 'Participant data correction'.

Is it possible to change participants within another institution?

No. Participant swaps are only possible within the same company/institution.

## **How to register a spouse?**

If the Participant has completed the registration, the application should be sent to: [rejestracja@isw.org.pl](mailto:rejestracja@isw.org.pl) with the subject line: 'Spouse registration'.

The message must include:

- the name of the participant to whom the accompanied person is to be assigned,
- the name of the spouse,
- a photograph of the spouse,

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- invoice details.

The registration of the spouse requires an additional participation fee of 209 EUR. The cost of accommodation depends on the hotel group chosen by the Forum guest in his/her registration form.

## **What do I need to enter the Conference Center?**

The Economic Forum Conference Center is monitored by security services. Admission to the Conference Center is possible only after presenting a personal Economic Forum ID badge.

For picking up your ID badge, a valid form of identification (ID card, passport, or driver's license) is always required.

## **What is Forum Point?**

Forum Point – is the logistics center of the Economic Forum. It is located in the building of the Nowa Królowa Karkonoszy hotel, ul. Konstytucji 3-ego Maja 22 in Karpacz.

Here you can find all-important organizational sections e.g. registration, hotel reservation, transport. It is also the ID badge pick up point and the stop point for all Forum BUS and Shuttle BUS lines.

## **Where and when can I collect my ID badge?**

Participation ID badges should be collected:

- at the hotel reception (applies to participants using the Organiser's accommodation)

Exception: participants accommodated in the Gołębiewski Hotel and Sun&Snow suites - collect their badges at the Forum Point

- at Forum Point (applies to participants not using the Organiser's accommodation)

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Forum Point - is the logistics centre of the Economic Forum. It is located in the building of the Hotel Nowa Królowa Karkonoszy, ul. Konstytucji 3-ego Maja 22, 58-540 Karpacz.

Badges can be collected from Monday 2 September 2024.

## **What if I lose my ID badge?**

Participants are required to have a personal ID badge throughout their stay in the Conference Center. To avoid additional costs and formalities, we recommend that you exercise extreme caution when using your ID badge and carry it with you at all times.

## **Can I enter the Conference Center by car?**

NO. The Conference Center area is closed for the duration of the event.

## **Is it possible to collect the ID badges for a group?**

Yes. For group collection, please send a message to: [rejestracja@isw.org.pl](mailto:rejestracja@isw.org.pl) with the subject line: 'Collection of IDs'. The message should contain a list of people from the company/institution whose ID badges will be collected.

In response, you should receive a confirmation email that allows the group collection.

## **Is it possible to be registered as media and as a guest at the same time?**

Each participant receives one entry badge to the Conference Centre. It is not possible to receive two entrance passes.

## **Can I purchase an entry pass just for one panel?**

No. It is not possible to register for the Economic Forum for only one panel. Participation in the Forum is a package covering whole 3 days of the conference.

## **Can the accompanying person be an assistant?**



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No. An assistant cannot be an accompanying person. The assistant must complete the standard two-step registration available on the Organiser's website.

## **What does the Forum ID badge provide? What is the difference between the Guest and Media badge and the Accompanying Person badge?**

Each participant of the Forum receives a ID badge. Only upon presentation of the ID badge it is possible to enter the Conference Centre and participate in the events of the Economic Forum.

The badges have different roles, which may be temporarily or locally restricted. Only the GUEST role has access to all Forum events.

The Guest ID badge provides:

- unlimited access to the Conference Centre,
- full access to the InfoForum Economic Forum web platform and the Economic Forum mobile app,
- a bag containing partners publications,
- simultaneous interpretation of discussion panels and accompanying events,
- participation in the Galas and Banquets of the Economic Forum,
- coffee breaks,
- access to Partner Zones (except for closed events, which require personal invitations from Partners),
- access to the recreational and cultural programme,
- transport by Forum Bus and Shuttle Bus, which runs between the Conference Centre, Forum Point and Organizer's Hotels.

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A participant registered as a Spouse receives an ID badge as an Accompanying Person with limited access to the Conference Center. Limited access applies to Partner Zones and special events. The accompanying person does not receive conference materials.

The MEDIA ID badge provides:

- limited access to the Conference Centre (limited access to Partner Areas, to special events, no access to banquets),
- limited access to the InfoForum web platform and the Economic Forum mobile app,
- simultaneous interpretation of discussion panels and accompanying events,
- participation in the Galas,
- transport by Forum Bus and Shuttle Bus, which runs between the Conference Centre, Forum Point and Organizer's Hotels.

## **What time does the Economic Forum start?**

The Economic Forum starts on Tuesday 3 September at around noon.

## **What time and where is my panel?**

Panel Information is available on the InfoForum web platform. Details of your participation in the panel discussion are arranged with your contact person during the registration process.

The times and location of the panel will be confirmed and updated in the second half of August.

## **Where can I find the programme for the event?**

The Forum Programme is being updated throughout the conference. In the second half of August, the first version of the Programme will be available on the InfoForum web platform and the Economic Forum app.

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## **Where can I find the list of participants?**

The list of Forum participants will be available on the InfoForum web platform and the Economic Forum app.

During registration, I purchased SGH and Economic Forum Report, where can I collect it?

The SGH and Economic Forum Report will be available for collection at the Forum Information Point. The Forum Information Point is located on level 2/3 (ground floor) of the Gołębiewski Hotel (right next to the hotel reception).

## **Who is my contact person?**

Each participant registering for the Economic Forum has a registration supervisor who determines the conditions of participation for the guest.

Information and contact details to your supervisor can be obtained by sending a message to:

forum@isw.org.pl with the subject line: 'Contact person information'.

Contact details to our team can also be found at:

<https://www.forumekonomiczne.pl/zespol/>

## **Hotels**

### **How can I book a hotel?**

Hotel reservations are made when completing the 2nd stage registration form. The form shows the currently available hotels.

The hotels are divided into groups, which differ in standard and price.

The number of hotel rooms is limited.

The Organiser provides free commute between the hotels and the Conference Centre (Hotel Gołębiewski) in the form of Forum Buses and Shuttle Buses.

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## **Can I cancel my hotel reservation?**

A no-cost cancellation of a hotel reservation is possible until 12 August 2024.

You can cancel your reservation by sending an email to: [hotel@isw.org.pl](mailto:hotel@isw.org.pl) with the subject line: 'hotel cancellation'.

For participants registered after 12 August 2024, the right to cancel at no cost is available up to 24 hours after registration.

## **Can I change the hotel I have booked?**

From August 30, 2024, additional fee of 194 EUR will be charged for each change to your hotel reservation. Any change to the hotel reservation must be send by e-mail to: [hotel@isw.org.pl](mailto:hotel@isw.org.pl) with the subject line: 'hotel reservation change'.

## **How do I book a double room for two registered participants?**

Please send your request to: [hotel@isw.org.pl](mailto:hotel@isw.org.pl).

There is an additional accommodation fee for the double room. The fee varies according to the hotel group.

It is also possible to register the participant's spouse through the 2nd stage registration form. In this case the double room is automatically assigned.

## **When can I check in and out?**

Check-in starts at different times depending on which hotel you choose. You will be provided with details of your accommodation and check-in, check-out times in the hotel booking confirmation message once your registration has been completed.

Information on accommodation is also available in the InfoForum web platform and the Economic Forum app.

## **Can I book a one night stay?**

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The Organiser does not provide the hotel booking for only one night.

Our reservations are made for the whole event.

## **Is it possible to extend the booking?**

The hotel reservation in Karpacz is possible only for 3 nights (3-6 September 2024).

A shorter stay for 2 nights is possible on the outskirts of the city (3-5 September 2024).

If you wish to extend your booking by an additional day, please contact the hotel directly.

## **Can I book parking at the hotel and pay in advance?**

The Organiser does not make parking reservations. Please contact the hotel directly.

Exception: Guests of the Golebiewski Hotel have the possibility to book a car park in advance.

To do so please fill out the form which will be sent out in August.

Catering

## **Will there be meals provided for guests during the Forum?**

The hotel reservation offered by the Organiser includes breakfast but it does not include lunch and dinner.

Exception: Guests from Gołębiewski Hotel have breakfast and dinner included in the booking.

Exception: Guests from Sun&Snow suites does not have meals included in the booking (no breakfast).

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The Forum participation package does not include catering in the Conference Centre. Participants of the Forum can purchase lunch on their own at the reception desk of the Gołębiewski Hotel or in one of the restaurants.

## **Transportation**

### **How can I sign up for transport?**

Registration for transport will be available on the InfoForum web platform starting from July 16. Transport is provided on the route Wrocław - Karpacz, Karpacz - Wrocław. The deadline for signing up is 26 August 2024.

Cancellations and changes to the transport booking can be submitted by 26 August 2024 to: [transport@isw.org.pl](mailto:transport@isw.org.pl)

Confirmation of the transport will be visible in your InfoForum account.

Additionally, the transport booking will be confirmed by email by 30 August 2024.

### **Where can I find the Forum Bus timetable?**

Forum Bus timetable will be available:

- in the InfoForum,
- in the Economic Forum app
- in hotels included in the Organiser's partner programme,
- at the Information Point in the Conference Centre,
- at the Forum Point.

InfoForum web platform and Economic Forum App

What is InfoForum and how to get access to it?

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InfoForum is an online platform, while the Economic Forum application is a mobile version created for Android and iOS devices, dedicated only to registered Forum participants with GUEST status.

After completing the 2-step registration, participants receive an individual login. The login details are sent to the participant after the payment has been received. The guest can use both versions at the same time by logging in with previously set data.

After logging in, each participant will have access to their profile, where they will find confirmation of their hotel reservation, organisational information, maps of the Conference Centre, a list of registered participants and the Forum programme.

The InfoForum web platform will be available at: <https://infoforum.pl/login>

## **Payments and invoice**

### **When and how will I receive the invoice?**

The proforma invoice is issued within 48 hours of registration.

Final invoice is issued the day after the payment is received.

### **Until when do I have to pay the proforma invoice?**

The payment must be made within 7 days from issuing the document.

The Organizer reserves the right to change payment method exclusively to online system at the 2nd stage of registration at any time.

### **Can I pay on site?**

We do not provide on-site payments. All financial obligations must be settled before the conference. Failure to pay will result in removal from the Conference participants.

### **What is the cost of my participation in the Economic Forum?**

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The cost of participation is visible in the 2nd stage of registration form and in the e-mail confirmation. Each participant can see the amount of fees in the "Fee for organizing the stay" section.

## **Why do participation costs vary between guests?**

The cost of participation fee in the Economic Forum depends on the segment/sector the Participant represents.

## **If I cancel, when will I receive a refund?**

The participation and hotel booking fees are refundable within 30 days after the Economic Forum.

Prior to receiving the refund you must sign the corrective invoice.

For cancellations after 12 August 2024, the participation fee (plus hotel reservation fee) is non-refundable.

## **Can I split the invoice into two separate ones?**

NO. The invoice cannot be split into registration and hotel fee.

## **Can I pay online?**

Yes. To do this, select the online payment option, which will redirect you to the Przelewy24.pl website, through which you can pay by credit card or online transfer.

## **Other**

### **How can I purchase a stand?**

If you are interested in a stand, please contact us at [wspolpraca@isw.org.pl](mailto:wspolpraca@isw.org.pl)

Our specialists will be happy to provide you with a special exhibition offer.

### **How can I become a partner/co-organise a panel?**



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If you are interested in becoming an Economic Forum partner or co-organising a panel, please contact us at [wspolpraca@isw.org.pl](mailto:wspolpraca@isw.org.pl)

Our specialists will provide you with more details.

## **What languages are discussion panels translated into?**

All discussion panels are translated simultaneously into PL/ENG.

## **How do I sign up for recreational events?**

Registration for recreational events will be available from July 22 via the Infoforum web platform and Economic Forum app.