

# CONFERENCE & FAIR

## 25-27 OCTOBER 2023

### VIENNA, AUSTRIA



## EVENT GENERAL INFORMATION

### FAIR & CONFERENCE VENUE

INTERCONTINENTAL VIENNA  
Johannesgasse 28, Vienna, 1030, Austria  
Tel.: +43-1-711220

### EVENT ORGANISER

Idea & Marketing Jedności 118, 05-506 Janczewice, Poland  
e-mail: office@ideamarketing.pl  
www.we-event.eu

### ORGANISER'S DESK

The organiser's desk will be located in the InterContinental hotel.  
Opening hours:  
Thursday 26<sup>th</sup> October 2023: 08:00 – 17:00  
Friday 27<sup>th</sup> October 2023: 08:00 – 18:00

### Pre-Registration

Participants who have already registered at the [www.we-event.eu](http://www.we-event.eu) for the Fair, Conference, Workshops, and Gala Dinner can collect their documents here.

### On-site Registration

Participants who have not registered on the website can do so here.

### CONFERENCE & WORKSHOPS

The Conference and Workshops will be held on Thursday 26<sup>th</sup> October 2023: 09.00 - 15.30 in INTERCONTINENTAL VIENNA. The official Conference language is English.

### GALA DINNER

The Gala Dinner will be held on Thursday 26<sup>th</sup> October 2023: 19:30 – 01:00 in the Palais Ferstel, Strauchgasse 4, 1010 Wien

### FAIR

Opening hours:  
Thursday 26<sup>th</sup> October 2023: 14.00 – 18.00 - Exhibition set-up  
Friday 27<sup>th</sup> October 2023: 09:00 – 16:00 - Fair  
Friday 27<sup>th</sup> October 2023: 16.00 – 20.00 - Dismantle

### NAME BADGES

Participants are requested to wear their name badges at all times during the Fair, Conference and Workshop sessions.

### RESTAURANTS, BAR AND COFFEE SHOP

Food and drink are available at INTERCONTINENTAL VIENNA

### CLOAKROOMS

Are located at INTERCONTINENTAL VIENNA

### FIRST AID

Contact the Organiser's Desk for medical assistance.

### REGISTRATION & PAYMENT

Please register at the event website: [we-event.eu](http://we-event.eu). Registration will be accepted and confirmed if payment is received by 16<sup>th</sup> October, 2023. Should payment be made after this date, registration confirmation will take place on the day of the opening of the event if proof of payment can be shown.

### NOTICE OF CANCELLATION

The Organiser retains the right to make changes to the Conference & Workshops programme including speakers and content. In such an event the registration fee is non-refundable.

### CHANGES TO THE CONFERENCE PROGRAMME

The Organiser retains the right to make changes to the Conference programme including speakers and content. In such an event the registration fee is non-refundable.

### HOTEL BOOKINGS

Hotel bookings should be made direct to the hotel of your choice. Payment for your accommodation should be made to the given hotel, pursuant to the payment principles established by the hotel. If you depart early, cancel or fail to honour a booking, you are required to cover all your financial obligations in relation to the hotel. Idea & Marketing shall not be liable for hotel room availability or any financial liabilities of participants towards the hotel on account of room bookings.

### ACCOMPANYING EVENTS

The fee for all events is payable in advance. A minimum number of participants is required for events to proceed. If this minimum is not reached, Idea & Marketing reserve the right to cancel the event and the event fee will be refunded. In the case of cancellation by a pre-registered participant, the fee is non-refundable. Reservations will be made on a first come, first served basis.