

Closed Meeting Convenor Conditions World Water Week

Closed meetings – guidelines and information

As a compliment to the official programme of the World Water Week we provide the possibility to arrange your own closed meeting at our venue.

What is a closed meeting?

A **closed meeting** is defined as an internal, strategic meeting, discussing a pre- arranged and closed topic with a defined goal, aimed at a priorly decided audience/group of participants: It can be a committee meeting of some sort, an annual meeting, a board meeting, a project initiation, a brainstorming session or something along these lines.

In addition, all attendees of the meeting must be officially registered delegates of the World Water Week. One day networking card can be bought for 600 SEK.

A closed meeting needs to follow the below **criteria**:

- No advertising of the event may occur (neither on-line or on/outside the venue)
- All participating delegates must be pre-registered for the World Water Week
- Topic and goal of the closed meeting must be defined and approved by SIWI before the meeting occurs

A closed meeting is **NOT**: an open meeting (open to all delegates of the World Water Week) with a vague or open objective/topic. It cannot have any promotional purposes and cannot fit the event descriptions in the WWW program (e.g. seminars etc).

If the criteria above are violated by the organisers of a closed meeting, SIWI reserves the right to immediately suspend the meeting and to apply an extra event fee. The event fee, which will be added to the initial closed meeting booking fee, will amount to 40.000sek/90min booked for the scheduled closed meeting.

Fees for hosting a closed meeting

Half day (up to 4 hours)

- 1) room up to 40 people 8000 SEK early bird, 9000 SEK after July 1st.
- 2) room up to 63 people 12 000 SEK early bird, 13000 SEK after July 1st.

Full day (up to 8 hours)

- 1) room up to 40 people 10000 SEK early bird, 11000 SEK after July 1st.
- 2) room up to 63 people 17 000 SEK early bird, 18000 SEK after July 1st.

Please note additional costs such as room rearrangements, extra furniture, extra technical equipment, catering, etc., may occur. Price list for technical and food orders can be found in the booking system.

Included in fee

- 1 whiteboard
- 1 textile screen
- 1 flipchart
- notepads

NOT included in the fee

- Projector (except of big rooms for 50+ people)
- Computer
- Furniture re-arrangements
- Additional furniture besides tables and chairs
- Catering

Terms of payment and invoicing information

All closed meetings will be invoiced after the World Water Week. Invoicing information that are not stated correctly in the online system and needs to be changed after the invoice has been produced will be charged a SEK 700 administrative fee. Invoices that are not paid on time will be charged 1% delay interest per month.

VAT Information

For Swedish organizations/companies 25% VAT will be added to all prices.

For organizations/companies within the EU, please specify your VAT number if applicable. Organisations/companies outside the EU region are exempt from VAT.

Important dates:

Last date to place technical order

Last date to place catering order

Cancellation policy

Should you cancel your closed meeting before 30 June 2018, you will be refunded 50% of the fee.

Cancellations after 1 July 2018, no refunds will be made.

