

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 priority 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.

Registration & Fees

Closed meetings organisers have the responsibility to inform their attendees that registration is required. Participants to closed meetings may register on our official registration site.

Fees

500 SEK - Half day closed meeting registration card (networking pass). This pass includes access to closed meetings and to the exhibition and networking area after 17:00.

700 SEK - Full day closed meeting registration and (area networking pass). This includes full access to closed meetings, lunch and to the exhibition and networking area all day.

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 6 persons 5040 SEK early bird, 5600 SEK after July 1st.
- 2) room up to 8 persons 5220 SEK early bird, 5800 SEK after July 1st.
- 3) room up to 20 persons 7200 SEK early bird, 8000 SEK after July 1st.
- 4) room up to 24 persons 7560 SEK early bird, 8400 SEK after July 1st.
- 5) room up to 60 people 12 150 SEK early bird, 13 500 SEK after July 1st.

Full day (up to 8 hours)

- 1) room up to 6 persons 9864 SEK early bird, 10960 SEK after July 1st.
- 2) room up to 8 persons 10152 SEK early bird, 11280 SEK after July 1st.
- 3) room up to 20 persons 12780 SEK early bird, 14200 SEK after July 1st.
- 4) room up to 24 persons 13356 SEK early bird, 14840 SEK after July 1st.
- 5) room up to 60 people 19890 SEK early bird, 22100 SEK after July 1st.

Included in fee

- 1 Projector/Screen or LED Screen
- Morning and/or Afternoon Coffee
(Lunches for full day meetings served on the Arena Floor)

NOT included in the fee

- Computer

NOT available

- Furniture re-arrangements
- Additional furniture or Av equipment
- Additional catering

Confidential rooms

- For Confidential meetings please book Closed meeting rooms 1 or 2

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:

Early Bird closes 30 June

Last day for reservation of Closed Meeting 24 August

For availability on-site check at the information centre

Cancellation policy

Should you cancel your closed meeting before 30 June 2019, you will be refunded 50% of the fee.

Cancellations after 1 July 2019, no refunds will be made.

