

# **Cancellation policy and information**

For any changes, cancellations, or inquiries, please contact: grapheneweek@mkon.se.

# **Registration Fees & Invoices**

- Registration fees are based on the date of registration (not invoice payment) and remain final once submitted.
- Invoice payments are emailed and not available on personal pages.
- Credit card receipts are available for immediate download.

### **Payments**

All fees are in Euros (€) and exclude VAT. Payments in other currencies are not accepted.

- **Invoice Payment**: Payment is due within 30 days and must be received before the conference starts. Invoices are sent via email every Friday and may take up to two weeks to process.
- **Credit Card Payment**: Secure payments via STRIPE generate an instant receipt, downloadable from your personal page.

#### **Invoice Corrections**

If an incorrect invoice address is provided, a €24 fee will be charged for corrections.

# **Cancellations & Changes**

All cancellations and changes must be submitted in writing to <a href="mailto:grapheneweek@mkon.se">grapheneweek@mkon.se</a>.

- If you cannot attend, you may transfer your registration to another member of your organization for a €24 administrative fee. Transfer requests must be made by 12 September 2025.
- Social programme registrations are binding and non-refundable after 15 August 2025.
- No-shows will not be reimbursed.

#### Refunds

Any applicable refunds will be processed after the conference.

# **Privacy Policy**

Your information is used solely for event logistics, payments, and accommodations. Relevant details may be shared with partners (e.g., travel agencies, hotels) but never with unauthorized third parties.

Your name and email may be retained for future event communications, with the option to opt out at any time. By confirming the cancellation policy during registration, you agree to the outlined terms.