



Act.Now Travel Policy

October 2019

This policy applies only to those participants whose travel costs are covered by Act.Now.

Travel Policy / General Terms & Conditions

Act.Now kindly requests participants to actively support the travel organisation in communicating, finding, confirming and using cost-saving options. As we aim to keep our environmental footprint low, we encourage our participants to choose travel by train or bus wherever feasible.

TRAIN OR BUS

Act.Now encourages travelling via train or bus and covers the costs of a 2nd class rail ticket. Due to the variety of country-specific discounts available, we kindly ask participants to book the train or bus tickets themselves. The participant will be reimbursed either at the place of event or via online-transfer after the event within two weeks after submitting the invoice. Please contact us if you need assistance in booking train or bus tickets.

FLIGHTS

Act.Now will cover flight costs from the point of departure to the event location (conference, meeting) and back (= roundtrip).

In order to book flights, the participant is required to send Act.Now a passport copy or scan.

As soon as the participant confirms their attendance, Act.Now forwards the flight details (dates and points of departure) as well as the passport copy to a travel agent.

The travel agent will send the participant a flight proposal (= flight reservation).

In case the participant prefers another flight date or flight route, the participant has to inform Act.Now beforehand. If this results in higher costs, Act.Now will only cover the initially offered flight and the participant has to cover the price difference.

The participant must check the data in the flight proposal (e.g. name, dates etc.) and respond (confirm, decline, request modifications) to the flight proposal within the specified period of time for which the flight reservation is valid.

If absolutely necessary, Act.Now/the travel agent will propose an alternative flight reservation which **must be responded to by the participant** within the period of time the flight reservation is valid.



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A confirmation of the flight reservation results in the issuing of a flight ticket, meaning from that point on, a cancellation or change of flight times/destinations/traveller causes additional costs (cancellation/rebooking fees), which must be covered by the participant.

In case the airline requires a web-check-in (low-budget-airline) the participant must check-in online-in due time. Act.Now will not cover extra costs incurred by a late check-in at the airport.

Act.Now reserves the right to charge participants for additional costs incurred on their behalf (e.g. if participants do not respond to flight proposals in time, resulting in a late flight confirmation at a higher rate; if participants upgrade from economy to business class, if participants miss their flight except in cases of "force majeure").

VISA

The participant is required to send all necessary documents (i.e. passport scan) to Act.Now at least 6 weeks before the meeting/conference.

Passports have to be valid for at least 6 months upon entering the country where the meeting/conference takes place.

Furthermore, the participant is required to make an appointment at the embassy in good time (please keep in mind that it might take the embassy approximately 4 weeks or sometimes more to approve a visa).

Please inform us without delay about the date of the appointment, so that the necessary documents can be provided in time for the appointment.

Act.Now will cover the costs of the visa application upon presentation of an invoice either at the place of event or via online-transfer if the invoice is submitted within two weeks after the event.

TRAVEL INSURANCE

Act.Now does not provide travel insurance and does not cover insurance costs (exception: if travel insurance is needed for a visa application).

ADDITIONAL EXPENSES & REQUIREMENTS ON-SITE

Only travel expenses previously discussed with Act.Now (e.g. tickets for public transport, taxi, visa-fees) may be reimbursed.

Act.Now does not cover additional expenses on-site (e.g. during leisure time of the participants).

Meals during the event starting with the Welcome Dinner until the closing of the meeting / conference / event will be provided by Act.Now.

All Act.Now travels and events are defined as work activities. Therefore, the participant's full attendance is expected. We ask for your understanding that if family members and/or children for whom the participant has the legal duty of supervision are brought along, this will be neither organised nor financed by Act.Now.