

# ECONOMIC FORUM



## Contents Page

<b>Registration and Participation .....</b>	<b>3</b>
How can I register for the Economic Forum? .....	3
When will I receive the link for stage II registration? .....	3
What is the second stage of registration? .....	3
Until when is registration for the Economic Forum open?.....	3
Until when can I cancel my participation? .....	4
Do I need to attach a photo when registering? .....	4
Can I change participants? How much does it cost? .....	4
How do I correct a data error/letter error? .....	5
Is it possible to change participants within another institution? .....	5
Is it still possible to register a spouse?.....	5
Where and when can I collect my badge? .....	6
Is it possible to collect the ID for a group together? .....	6
Is it possible to be notified as media and as a guest at the same time? .....	6
Can I purchase a pass/entry pass for one particular panel? .....	6
Can the accompanying person be an assistant? .....	6
What does the Forum badge provide? What is the difference between the Guest and Media badge and the Accompanying Person badge?.....	7
What time does the Economic Forum start? .....	8
What time and where is my panel? .....	8
Where can I find the programme for the event?.....	9
Where can I find the list of participants?.....	9
I purchased printed publications during registration, where can I collect them?.....	9
Who is my contact person?.....	9
<b>Hotels .....</b>	<b>10</b>
How can I book a hotel?.....	10
Can I cancel my hotel reservation? .....	10

# ECONOMIC FORUM



How do I accommodate two people in one room? .....	10
When can I check in and out? .....	10
Can I book accommodation for one night?.....	11
Is it possible to extend the hotel reservation? .....	11
Can I book parking at the hotel and pay in advance? .....	11
<b>Catering .....</b>	<b>11</b>
Will there be meals provided for guests during the Forum?.....	11
<b>Transport .....</b>	<b>12</b>
How can I sign up for transport? .....	12
Where can I find the Forum Bus timetable? .....	12
<b>InfoForum web platform.....</b>	<b>13</b>
What is InfoForum and how to get there?.....	13
<b>Other .....</b>	<b>13</b>
How can I purchase a stand? .....	13
How can I become a partner/co-organise a panel?.....	13

# ECONOMIC FORUM



## Registration and Participation

### How can I register for the Economic Forum?

The registration form is available at: [www.forum-ekonomiczne.pl](http://www.forum-ekonomiczne.pl)

Full registration consists of stages I and II.

Completion of Stage I registration signifies your willingness to participate in the Economic Forum but does not complete the registration process. Access is sent first to those invited by the Organiser and to representatives of partner companies.

### When will I receive the link for stage II registration?

Verification of stage I can take up to 14 working days.

Please be patient while waiting for the link to stage II registration.

Please note that the email with the link to stage II registration may end up in the SPAM folder.

### What is the second stage of registration?

Stage II of registration is an individual participant form, which displays the amount of the conference fee, the possibility to choose accommodation, the obligation to add a photo (which will be used in the conference materials), the possibility to purchase printed publications, the possibility to register one's spouse.

Only the receipt of the confirmation of the registration stage II and the payment of the commitments made means full registration and the right to participate in the Economic Forum.

The lack of an e-mail confirming registration means that the Stage II form has not been filled in correctly.

### Until when is registration for the Economic Forum open?

Registration is open until a minimum of 12 August 2024. After this date, the Organiser reserves the right to close registration at any time without prior notice.

# ECONOMIC FORUM



## Until when can I cancel my participation?

Registered participants may cancel their participation at no cost until 12 August 2024.

Please note that for cancellations after 12 August 2024, the organisation fee (conference fee, hotel fee and other fees) is non-refundable.

For participants registered after 12 August 2024, the right to cancel at no cost is granted up to 24 hours after registration.

Cancellation of participation must be in writing and must be sent to the email address:

rejestracja@isw.org.pl in the subject line of the email please write: 'Cancellation'.

In the case of unpaid registrations, the Organiser reserves the right to enforce the costs incurred in connection with the organisation of the stay in accordance with the terms and conditions set out in Stage II of registration.

Not informing the Organiser of the cancellation of participation and not taking part in the Forum obliges the participant to cover the costs of organising the stay, hotel and other costs in accordance with stage II of participant registration.

## Do I need to attach a photo when registering?

Yes. A correctly uploaded photo is the participant identification element visible on the visitor badge.

## Can I change participants? How much does it cost?

Any change of participant requires a written form and must be sent to:

rejestracja@isw.org.pl with the subject line: 'Change of participant'. The Forum participant swap must be confirmed by the Organiser.

The participant swap message should include:

- name of the person resigning,

# ECONOMIC FORUM



- surname of the person to be exchanged and other data concerning the new participant: official position in Polish and English, a named e-mail, possibly a contact e-mail, a contact telephone, a photograph.

From 20 August 2024, the swap will result in an additional fee.

From 20 August 2024, the swap application must also include invoice details.

By submitting a participant swap via e-mail, you agree to the Registration Rules.

## **How do I correct a data error/letter error?**

Update your details by sending an email to: [rejestracja@isw.org.pl](mailto:rejestracja@isw.org.pl) writing in the subject line of the message: 'Participant data correction'.

## **Is it possible to change participants within another institution?**

No. Participant swaps are only possible within the same company/institution.

## **Is it still possible to register a spouse?**

In the event that the Participant has completed the registration, the application should be sent to: [rejestracja@isw.org.pl](mailto:rejestracja@isw.org.pl) with the subject line: 'Spouse registration'.

The message must include:

- the first and last name of the guest to whom the registration is to be assigned,
- the name of the spouse, a photograph of the spouse
- invoice details.

The registration of the spouse involves an additional cost of participation. The cost of accommodation depends on the hotel group chosen by the Forum guest in his/her registration.

# ECONOMIC FORUM



## Where and when can I collect my badge?

Participation badges for the Economic Forum should be collected at:

- at the hotel reception (applies to participants using the Organiser's accommodation)

**Exception:** participants accommodated in the Gołębiewski Hotel and Sun&Snow flats - collect their badges at the Forum Point

- at Forum Point (applies to participants not using the Organiser's accommodation)

**Forum Point** - is the logistics centre of the Economic Forum. It is located in the building of the Hotel Nowa Królowa Karkonosze, ul. Konstytucji 3-ego Maja 22, 58-540 Karpacz.

Badges can be collected from Monday 2 September 2024.

## Is it possible to collect the ID for a group together?

Yes. For group collection, please send a message to: [rejestracja@isw.org.pl](mailto:rejestracja@isw.org.pl) with the subject line: 'Collection of IDs'. The message should contain a list of people from the company/institution whose IDs will be collectively collected.

In response, the applicant will receive an email with an authorisation that allows the group collection.

## Is it possible to be notified as media and as a guest at the same time?

Each participant receives one entry badge to the Conference Centre. It is not possible to receive two entrance passes.

## Can I purchase a pass/entry pass for one particular panel?

No. It is not possible to register for the Economic Forum for only one panel. Participation in the Forum is a package covering the 3 days of the conference.

## Can the accompanying person be an assistant?

No. An assistant cannot be an accompanying person. The assistant must complete the standard two-step registration available on the Organiser's website.

# ECONOMIC FORUM



## **What does the Forum badge provide? What is the difference between the Guest and Media badge and the Accompanying Person badge?**

Each participant of the Forum receives a name badge. Only upon presentation of the badge is it possible to enter the Conference Centre and participate in the events of the Economic Forum.

The badges have different roles, which may be temporarily or locally restricted. Only the GUEST role has access to all Forum events.

### **The Guest badge provides:**

- unlimited movement around the Conference Centre,
- full access to the InfoForum Economic Forum web platform,
- a bag containing partners' materials,
- simultaneous interpretation of discussion panels and accompanying events,
- participation in the Galas and Banquets of the Economic Forum,
- coffee breaks,
- access to Partner Zones (except for closed events, which require personal invitations from Partners),
- access to the recreational and cultural programme,
- transport by Forum Bus and Shuttle Bus, which run between the Conference Centre and the hotel facilities and Forum Point.

# ECONOMIC FORUM



## **The Accompanying Person badge provides:**

- limited movement around the Conference Centre (limited access to Partner Areas and special events),
- simultaneous interpretation of discussion panels and accompanying events,
- coffee breaks,
- transport via Forum Bus and Shuttle Bus, which run between the Conference Centre and the hotel facilities and Forum Point.

## **The MEDIA badge provides:**

- limited access to the Conference Centre (limited access to Partner Areas, to special events, no access to banquets),
- limited access to the InfoForum web platform and the Economic Forum mobile application,
- simultaneous interpretation of discussion panels and accompanying events,
- participation in the Galas,
- transport via Forum Bus and Shuttle Bus, which run between the Conference Centre and the hotel facilities and Forum Point.

## **What time does the Economic Forum start?**

The Economic Forum starts on Tuesday 3 September at around noon.

## **What time and where is my panel?**

Panel information is available on the InfoForum web platform. Details of your participation in the panel discussion are arranged with your mentor during the registration process.

The times and location of the panel will be confirmed and updated in the second half of August.



# ECONOMIC FORUM



## **Where can I find the programme for the event?**

The Forum programme is being updated throughout the conference. In the second half of August, the first version of the programme will be published on the InfoForum web platform.

## **Where can I find the list of participants?**

The list of Forum participants will be available on the InfoForum web platform and in printed form.

## **I purchased printed publications during registration, where can I collect them?**

Publications purchased during registration will be available for collection at the Forum Information Point.

The Forum Information Point is located on the ground floor of the Gołębiowski Hotel (right next to the hotel reception).

## **Who is my contact person?**

Each participant registering for the Economic Forum has a registration supervisor who determines the conditions of participation for the guest.

Information and contact to the chaperone can be obtained by sending a message to:

forum@isw.org.pl with the subject line: 'chaperone information'.

Information on staff/guardians can also be found at:

<https://www.forumekonomiczne.pl/zespol/>

# ECONOMIC FORUM



## Hotels

### How can I book a hotel?

Hotel reservations are made when completing the Stage II registration form. The form shows the currently available facilities.

The facilities are divided into several hotel groups, which differ in standard and price.

The number of hotel places is limited. The order of registration is decisive.

The organiser provides free transport between the hotel facilities and the Golebiewski Hotel (Conference Centre) in the form of Forum Buses and Shuttle Buses.

### Can I cancel my hotel reservation?

A no-cost cancellation of a hotel reservation is possible by email to [hotel@isw.org.pl](mailto:hotel@isw.org.pl) by 12 August 2024.

For participants registered after 12 August 2024, the right to cancel at no cost is available up to 24 hours after registration.

### How do I accommodate two people in one room?

Please send your request to: [hotel@isw.org.pl](mailto:hotel@isw.org.pl).

There is an additional charge for accommodation. The charge varies according to the hotel group.

During Stage II of registration, it is also possible to add an accompanying person to the registrant's spouse on the Registration Form. The accompanying person is automatically assigned to the registrant's room and charged.

### When can I check in and out?

Check-in starts at different times depending on the hotel chosen. You will be provided with details of your accommodation and check-in, check-out times in the hotel booking confirmation message once your registration has been completed.

Information on accommodation is also available in the InfoForum.

# ECONOMIC FORUM



## **Can I book accommodation for one night?**

The organiser does not provide for the booking of accommodation for one night. The participant can organise such accommodation for himself/herself without the support of the Organiser.

## **Is it possible to extend the hotel reservation?**

A hotel reservation through the Organiser is possible for 3 nights in Karpacz (3-6 September 2024) or 2 nights outside Karpacz (3-5 September 2024). If you wish to extend your booking by an additional day/night, please contact the hotel directly.

## **Can I book parking at the hotel and pay in advance?**

The organiser does not act as an intermediary for parking reservations. Please contact the hotel of your choice directly.

**Exception:** Guests of the Golebiewski Hotel have the possibility to book a car park through the Organiser. A form will be sent out in August to reserve parking.

## **Catering**

### **Will there be meals provided for guests during the Forum?**

The accommodation package offered by the Organiser includes breakfast. The package does not include lunch and dinner.

Exception: Guests from Gołębiewski Hotel — have breakfast and dinner included in the package.

Exception: Guests from Sun&Snow facilities — no meals are included in the package (no breakfast).

The Forum participation package does not include catering in the Conference Centre. Participants of the Forum can purchase lunch on their own at the reception desk of the Gołębiewski Hotel or in one of the restaurants of the Gołębiewski Hotel.

# ECONOMIC FORUM



## Transport

### How can I sign up for transport?

Registration for transport will be available on the InfoForum web platform from mid-July. Transport is provided on the route Wrocław - Karpacz, Karpacz - Wrocław. The deadline for signing up for transport is 26 August 2024.

After this date, due to the short lead time of the service, there is no guarantee that the transfer will be organised.

Cancellations and changes to the transport booking can be submitted by 26 August 2024 to: [transport@isw.org.pl](mailto:transport@isw.org.pl)

Confirmation of the transport will be visible in your InfoForum account.

Additionally, the transport booking will be confirmed by email by 30 August 2024.

### Where can I find the Forum Bus timetable?

Forum Bus and Shuttle Bus timetables will be available:

- in the InfoForum,
- in hotels included in the Organiser's partner programme,
- at the Information Point in the Conference Centre,
- at the Forum Point.

# ECONOMIC FORUM



## **InfoForum web platform**

### **What is InfoForum and how to get there?**

InfoForum is an online platform dedicated only to registered Forum participants with the status of GUEST.

After passing the 2-step registration, participants receive an individual login and password. The login details are sent to the Participant after payment has been credited. The web platform will be launched in July, at which time guests will receive an invitation to the platform once the above requirements have been met.

After logging in to a dedicated account, each participant will have access to their profile, where they will find, among other things, confirmation of their accommodation, organisational information on participation, maps of the Conference Centre, a list of registered participants and the Forum programme.

The InfoForum web platform will be available at: <https://infoforum.pl/login>

## **Other**

### **How can I purchase a stand?**

If you are interested in a stand, please contact us at [wspolpraca@isw.org.pl](mailto:wspolpraca@isw.org.pl)

Our specialists will be happy to provide you with a special exhibition offer.

### **How can I become a partner/co-organise a panel?**

If you are interested in partnering or organising a panel, please contact us at [wspolpraca@isw.org.pl](mailto:wspolpraca@isw.org.pl)

Our specialists will provide you with information.