

## Contingency Plan (Back-up Plan) for WTC 2023

### BACKGROUND – SCOPE

GTS' target for WTC 2023 is to organize a successful congress in every aspect, highlighting the quality, high standards and principles of the Organizers.

In order to provide a clear and transparent agreement both with the pre-registered participants and with all categories of Sponsors and Exhibitors, the Organizers have prepared a Backup Plan in case certain unforeseen circumstances necessitate that WTC 2023 has to be converted to a purely virtual congress. Hence, the Contingency Plan (Back-up plan) refers to the actions that the organizers will implement along with the financial arrangements that will apply.

More specifically, should a world health crisis (pandemic) occur that will be announced at least three months in advance of the Congress by a well reputed and established International Authority (i.e. World Health Organization etc), the Organizers may activate the following contingency plan early in advance (i.e. 60 – 90 days) of the congress dates:

### Contingency plan:

#### A **Postponement of the congress for a later date**

Depending on the crisis situation, a modification plan will be set that will include the postponement of the congress for a later date within 2023. The most probable period will be early Autumn 2023.

In that case all Sponsorship or Exhibition opportunities that will have been sold will be transferred for the new congress dates and no refund policy applies

#### B **Altering the congress into a purely virtual one**

In the worst-case scenario that the congress cannot take place by means of physical presence and if no other postponement arrangement can be agreed (i.e. a new postponement with one year shifting of all upcoming congresses), WTC2023 will be carried out purely virtually.

#### **I. The available options for pre-registered participants will be:**

##### For participants registered for physical attendance:

A. Retention of registration => Convert to virtual participant + 30% Refund of the amount of the respective fee

B: Cancellation of registration => The normal cancellation policy applies (i.e. the Contingency Plan is not valid for such option).

##### For participants registered for virtual attendance:

A. Retention of registration => No Refund will apply

B: Cancellation of registration => The normal cancellation policy applies (i.e. the Contingency Plan is not valid for such option).

#### **II. The available options for Sponsors and Exhibitors will be:**

##### For Major Sponsors<sup>1</sup> (MS)

A. Retention of chosen Sponsorship level => Convert to the applicable Virtual Sponsorship Opportunities for the chosen level + 40-65% Refund of the "Initial Hybrid Congress" cost of the respective Sponsorship (see table below)

B: Cancellation of Sponsorship => 70% Refund of the "total amount" of the Sponsorship (i.e. a 30% administrative/ handling fee will apply)

<sup>1</sup> Diamond, Platinum, Gold or Silver level

*For all Sponsoring Categories which foresee promo opportunities valid both for the physical and the virtual congress (SC 1)*

- A. Retention of chosen Sponsorship level => Transfer to the applicable Virtual Sponsorship Opportunities for the chosen level + (35 – 60)% Refund of the “Initial Hybrid Congress” cost of the respective Sponsorship (see table below)
- B. Cancellation of Sponsorship => 70% Refund of the “total amount” of the Sponsorship (i.e. a 30% administrative/ handling fee will apply)

*For all Sponsoring Categories which apply only for the physical congress (SC 2)*

- A. Retention of a Sponsorship option => Free selection of any of the available virtual promo options at a minimum of 30 - 40% of the amount of the “Initial Hybrid Congress” cost of the respective Sponsorship + Refund of the Difference Arising (if any) after final cost settlement (see table below)
- B. Cancellation of Sponsorship => 70% Refund of the “Initial Hybrid Congress” of the Sponsorship (i.e. a 30% administrative/ handling fee will apply)

*For all Sponsoring Categories which apply irrespective of the way that the congress will be held (SC 3)*

- A. Retention of chosen Sponsorship level => No Refund will apply
- B. Cancellation of Sponsorship => The normal cancellation policy applies (i.e. the Contingency Plan is not valid for such category of sponsorships).

*For Exhibitors that have chosen both a physical and virtual booth (EX 1)*

- A. Retention of selected Exhibition option (i.e. selected 3D booth in the virtual platform) => 65% Refund of the selected “Initial Hybrid Congress” cost of the respective exhibitor’s category
- B. Cancellation of being an Exhibitor => 70% Refund of the “total amount” of the selected Exhibition option (i.e. a 30% administrative/ handling fee will apply)

*For Exhibitors that have chosen only a physical booth (EX 2)*

- A. Retention of selected Exhibition option => Convert to a virtual booth + 40% Refund of the “Initial Hybrid Congress” cost of the respective exhibitor’s category
- B. Cancellation of Sponsorship => 70% Refund of the “Initial Hybrid Congress” of the selected Exhibition option (i.e. a 30% administrative/ handling fee will apply)

*For Exhibitors that have chosen only a virtual booth (EX 3)*

- A. Retention of selected e-Exhibitor option => No Refund will apply
- B. Cancellation of being an e-Exhibitor => The normal cancellation policy applies (i.e. the Contingency Plan is not valid for such category of exhibitors).

**Details on all above categories are presented in the following Tables.**

| Sponsorship Opportunities     |                             |   | Cost Conversion / Policy<br>in case of Back-Up Plan Activation  | Refund Amount*<br>applying on the Back -Up<br>Plan                                   |
|-------------------------------|-----------------------------|---|---|--|
| Option                        | Back Up<br>plan<br>category | TYPE  |   |  |
| Diamond Sponsor               | MS                          | MAIN SPONSORS   | 65% less cost than "Initial Hybrid Congress" Sponsorship Amount   | ≤ 65% of the "Initial Hybrid Congress" cost  |
| Platinum Sponsor              | MS                          |   | 55% less cost than "Initial Hybrid Congress" Sponsorship Amount   | ≤ 55% of the "Initial Hybrid Congress" cost  |
| Gold Sponsor                  | MS                          |   | 50% less cost than "Initial Hybrid Congress" Sponsorship Amount   | ≤ 50% of the "Initial Hybrid Congress" cost  |
| Silver Sponsor                | MS                          |   | 40% less cost than "Initial Hybrid Congress" Sponsorship Amount   | ≤ 40% of the "Initial Hybrid Congress" cost  |
| Congress App                  | SC 1                        | TECHNICAL SERVICES  | 35% less cost than "Initial Hybrid Congress" Sponsorship Amount   | ≤ 35% of the "Initial Hybrid Congress" cost  |
| Promotional Mail Blast        | SC 3                        |   | No Cost Conversion. Such sponsoring opportunity applies irrespective of the execution way of the congress   | No Refund  |
| Social Media                  | SC 3                        |   |   |  |
| Charging Station              | SC 2                        |   |   |  |
| Self-Check in / Internet Area | SC 2                        |   | Selection of other virtual options given (at a minimum of 40% of the amount of "Initial Hybrid Congress") + Refund of the Difference Arising (if any after final virtual options selected)                    | ≤ 60% of the "Initial Hybrid Congress" cost  |
| Speakers' Preparation Area    | SC 2                        |   |   |  |
| E-poster Area                 | SC 1                        |   | 35% less cost than "Initial Hybrid Congress" Sponsorship Amount (Converted to E-Poster Gallery through the Virtual Platform)  | ≤ 35% of the "Initial Hybrid Congress" cost  |
| Wi-Fi                         | SC 2                        |   | Selection of other virtual options given (at a minimum of 40% of the amount of "Initial Hybrid Congress" Sponsorship Amount) + Refund of the Difference Arising (if any after final virtual options selected) | ≤ 60% of the "Initial Hybrid Congress" cost  |
| Virtual Sponsored Session     | SC 3                        |   | No Cost Conversion. Such sponsoring opportunity applies irrespective of the execution way of the congress   | No Refund  |
| Congress Bag                  | SC1                         |   | CONGRESS MATERIAL   | 60% less cost than "Initial Hybrid Congress" Sponsorship Amount (Converted to E-bag) |
| Pocket Program                | SC 1                        | 50% less cost than "Initial Hybrid Congress" Sponsorship Amount (Converted to E-Program)  |   | ≤ 50% of the "Initial Hybrid Congress" cost  |
| Congress Notepads             | SC2                         | Selection of other virtual options given (at a minimum of 40% of the amount of "Initial Hybrid Congress" Sponsorship Amount) + Refund of the Difference Arising (if any after final virtual options selected) |   | ≤ 60% of the "Initial Hybrid Congress" cost  |
| Congress Pens                 | SC2                         |   |   |  |
| Congress Lanyards             | SC2                         |   |   |  |
| Water bottles                 | SC2                         |   |   |  |

| Sponsorship Opportunities                     |                             |                      | Cost Conversion / Policy<br>in case of Back-Up Plan Activation  | Refund Amount*<br>applying on the Back -Up<br>Plan |
|---|-----------------------------|----------------------|---|--|
| Option  | Back Up<br>plan<br>category | TYPE                 |   |  |
| Coffee breaks                                 | SC2                         | SOCIAL OPPORTUNITIES | Selection of other virtual options given (at a minimum of 40% of the amount of "Initial Hybrid Congress" Sponsorship Amount) + Refund of the Difference Arising (if any after final virtual options selected) | ≤ 60% of the "Initial Hybrid Congress" cost        |
| Standing lunches                              | SC2                         |                      |   |  |
| Welcome Cocktail                              | SC2                         |                      |   |  |
| The Conference Dinner Ride                    | SC2                         |                      |   |  |
| Greek Specialties Taste Corner                | SC2                         |                      |   |  |
| GA Lunch                                      | SC2                         |                      |   |  |
| Congress Bag Insert                           | SC 1                        | ADVERTISEMENT        | 40% less cost than "Initial Hybrid Congress" Sponsorship Amount (Converted to E-Bag Insert)   | ≤ 40% of the "Initial Hybrid Congress" cost        |
| Internal adv page                             | SC1                         |                      | 50% less cost than "Initial Hybrid Congress" Sponsorship Amount (Converted to E-Adv in the E- Program)  | ≤ 50% of the "Initial Hybrid Congress" cost        |
| Selfie corner                                 | SC2                         |                      | Selection of other virtual options given (at a minimum of 30% of the amount of "Initial Hybrid Congress" Sponsorship Amount) + Refund of the Difference Arising (if any after final virtual options selected) | ≤ 70% of the "Initial Hybrid Congress" cost        |
| Stickers on mirrors in the washrooms          | SC2                         |                      |   |  |
| Floor Stickers (Skalkotas/ MC Level)          | SC2                         |                      |   |  |
| Branded area (Sponsor's logo with laser)      | SC2                         |                      |   |  |
| Lounges / Relaxing areas                      | SC2                         |                      |   |  |
| Sound Absorbing Pods                          | SC2                         |                      |   |  |
| Seating Cubes                                 | SC2                         |                      |   |  |
| Environmental Social Governance (ESG) Sponsor | SC3                         | OTHER                | No Cost Conversion. Such sponsoring opportunity applies irrespective of the execution way of the congress   | No Refund  |
| Additional CSR activities                     | SC3                         |                      |   |  |
| Meeting Hub                                   | SC3                         |                      |   |  |
| Live Support                                  | SC3                         |                      |   |  |
| Gamification                                  | SC3                         |                      |   |  |

| Options for Exhibitors   | Back Up Plan category | Cost Conversion / Policy in case of Back-Up Plan Activation  | Refund policy* applying on the Back -Up Plan   |
|--|-----------------------|--|--|
| Exhibitor who additionally purchased a 3D booth in the virtual Platform                        | <b>EX1</b>            | <b>65%</b> less cost than “Initial Hybrid Congress” Sponsorship Amount<br>(Retention of the selected 3D booth in the virtual Platform) | $\leq$ 65% of “Initial Hybrid Congress” amount |
| Exhibitor who chose a basic package (no additional paid opportunities in the virtual Platform) | <b>EX2</b>            | <b>40%</b> less cost than “Initial Hybrid Congress” Sponsorship Amount<br>(Converted to 3D booth in the virtual Platform)              | $\leq$ 40% of “Initial Hybrid Congress” amount |
| Virtual 3D Booth   | <b>EX3</b>            | No Cost Conversion. Such sponsoring opportunity applies irrespective of the execution way of the congress                              | No Refund                                      |

\* The term “Initial Hybrid Congress” refers to the cost of each sponsoring or exhibition opportunity as defined in the entitlements of every package and does not include any supplementary paid promo opportunity described as additional benefit that could be offered through the virtual 3D platform. Hence, the “total amount” of any selected Sponsorship or Exhibition option is the sum of the “Initial Hybrid Congress” cost plus any additional paid benefit selected.

\*  $\leq$  The symbol denotes the offered option to all sponsors / exhibitors that, in case of the back – up plan activation, additional virtual promo opportunities may be additionally purchased apart from the specified option.

\* Any cancellation request of either a sponsor or an exhibitor should be stated in written within 5 calendar days upon the official announcement of the organizers that the contingency plan is activated. Following such transition period either option “A” will apply for all sponsorship and exhibition opportunities (i.e. MS, SCi, EXi) or the normal cancellation policy.

\* Refunds – where applicable- will be settled within 3 months upon the congress completion.

The provisions presented above refer only to the Congress organization (i.e. registrations, exhibitors, sponsorships).  
For all other types of commitments of WTC2023 delegates (flights, hotel bookings etc) the suppliers’ cancellation policy will apply.  
All cancellations will be charged with an administration fee.