



# Application and cancellation rules

InSpace 2023

03-08/10/2023

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## Participants

The number of participants for InSpace 2023 is 20.

## Application rules

To apply as participant of the event, you must fill the google form available on the website: <https://www.euroaviaforlibologna.eu/inspace-euroavia-forli-bologna-international-event/> or click on this link:

[https://docs.google.com/forms/d/1dfrspt\\_OpidLWiFtytbbS5DAx9zv4d830Ais2cJPu1M/edit](https://docs.google.com/forms/d/1dfrspt_OpidLWiFtytbbS5DAx9zv4d830Ais2cJPu1M/edit)

### **21<sup>st</sup> of June 2023 at 18:00 UTC**

The first round of applications opens.

The applications are processed in a “*first come- first served*” way. Priority will be given to the first two (2) members of each (P)AS.

### **18<sup>th</sup> of July 2023 at 17:59 UTC**

The first round of applications ends.

### **Until 22<sup>nd</sup> of July 2023 at 18:00 UTC**

Confirmation emails for the applicants will be sent to each (P)AS. Once the membership is confirmed, personal confirmation emails with a reminder of the cancellation rules plus the payment information will be sent to every accepted participant in this first round.

If there are still vacancies, they will be filled with the people on the waiting list always following the same criteria as above.

## Payment

The participation fee is 100€ (EUR). It covers five (X) nights (03-08 of October 2023) of accommodation, every meal, including welcome dinner and final dinner, and transportation to the venue(s) of the event.

The payment information regarding the participation fee will be provided to the participants via email, once confirmed.

Arrival and departure will be paid for by the participants and must be arranged by them.

EUROAVIA Forlì-Bologna will not provide accommodation outside of the event dates. However, if a participant needs to stay extra days, EUROAVIA Forlì-Bologna will assist him/her in finding proper accommodation.

## **Cancellation rules**

In the case that a member has been confirmed by the organizing committee to participate in InSpace 2023, but, for any reason, is unable to participate in the event, there is an option of canceling the participation.

In order to do so, the member will have to send an email to [team@euroaviaforlibologna.eu](mailto:team@euroaviaforlibologna.eu) stating the reason for the cancellation and the participation fee will be partially/fully paid, based on the following criteria:

Period of cancellation	EVENT NAME cancellation fee to be paid
Before the 08/08/2023 at 17:59 UTC	0%
08/08/2023 at 18:00 UTC – 22/08/2023 at 17:59 UTC	25% <b>(25 €)</b>
22/08/2023 at 18:00 UTC – 05/09/2023 at 17:59 UTC	50% <b>(50 €)</b>
From 05/09/2023 at 18:00 UTC	100% <b>(100 €)</b>

If the member cancels his/her participation, the respective Local Group or WG is responsible for transferring the cancellation fee to the event organisers, under the condition that his/her place cannot be filled by someone else on the waiting list.

Participants on the waiting list that are admitted due to cancellation will have the possibility to cancel within one (1) week from receiving the acceptance email without paying a cancellation fee.

After this week, the cancellation fee will be according to the periods listed above.