

Payment and Cancellation Policy 2026

For any changes, cancellations, or inquiries, please contact:

registrationsgw2026@leading.pt

Registration Fees & Invoices

- Registration fees are based on the date of registration (not invoice payment) and remain final once submitted.
- Student grant fees are valid only for early bird and normal registration periods.

Payments

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

- **Invoice Payment:** Not available on personal pages. Payment is due within 30 days and must be received before the conference starts. Invoices are processed and issued every Friday by our Finance Department and may take up to two weeks to process.
- **Credit Card Payment:** Secure payments via UNICRE. An automatic window will open for you to enter your credit card details. Afterwards, our Finance Department will send you the payment receipt by email.
- **Bank transfer:** After completing the bank transfer to the provided bank details, please send the payment confirmation to registrationsgw2026@leading.pt. You will receive an email with your paid invoice confirmation once the transaction is processed.

Invoice Corrections

If an incorrect invoice address is provided, a 24,00 € fee (exclude VAT) will be charged for corrections.

Cancellations & Changes

All cancellations and changes must be submitted in writing to registrationsgw2026@leading.pt

You can cancel your registration, with full reimbursement, until 15 August 2026. A 24€ administrative fee (excluded VAT) will be deducted.

If you cannot attend, you may transfer your registration to another member of your organization for a 24,00 € administrative fee (exclude VAT). Transfer requests must be made by 15 September 2026.

- Social programme registrations are binding and non-refundable after 15 August 2026.
- No-shows will not be reimbursed.
- Any bank charges incurred through reimbursement of cancelled participation will be charged to the participant.

Refunds

Any applicable refunds will be processed after the conference.

Privacy Policy

Your information is used by the local Professional Conference Organiser (Leading.pt) 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.