



# Polling System Order-Form

Please complete all the fields below.

## POLLING SYSTEM ORDER

Session Title/Name

Session Number

Date

Time

Room

Expected Number of  
Participants

## POLLING SYSTEM

### Polling License Fees per Session

The fees include the setup and testing of the polling system as well as technical support before and during the session.

\*\*\* Please note that the deadline for submitting the material requested (graphics for branding, questions & answers) for the setup of the polling is the **9<sup>th</sup> of March 2024**.

EUR 2.000





## INVOICE RECIPIENT

Company

Contact person

Email

Address

Phone

VAT (UID) Number

## CTI GENERAL TERMS & CONDITIONS

### Invoicing and payment terms

- Invoicing takes place in one installment (100:0)
- Payment can be via credit card (Visa, MasterCard and American Express) or via bank wire transfer.
- All quoted prices are excl. 20% VAT; VAT will appear on invoices.
- Invoices must be paid in full, incl. corresponding fees, within two weeks of the invoice date.
- All payments made by credit card will be assessed a 5% processing fee, added to the invoice, and charged at the time of processing.

### Order confirmation

CTI Meeting Technology requires your signed order confirmation to start preparations and initiate your project.

### Requirements for polling setup material

CTI Meeting Technology requires the setup material for the polling (graphics for branding, questions & answers) no later than 5 days prior the first day of the Conference. The deadline for providing the setup material is the **9<sup>th</sup> of March 2024**.

### Ordering deadline

The ordering deadline is on the **4<sup>th</sup> of March 2024**, 10 days prior to the event. Late orders are subject to a surcharge of 25%.



## Cancellation

Orders can be cancelled until the order deadline without penalty. Cancellations after the deadline are subject to a cancellation penalty of 50% of the total order value.

## General Terms and Conditions

The quote and related activities are subject to the General Terms and Conditions of CTI Meeting Technology GmbH.

## PAYMENT

**Credit Card:**     VISA     MASTER CARD     AMERICAN EXPRESS (AMEX)

Number

Exp. Date

Name

CSC/CVV  
\*

\*CSC/CVV security codes: For Visa/MasterCard the CSC/CVV code is the last 3-digits of the number shown on the back of your card, on or above your signature line. For AMEX cards, it is the 4-digit code appearing on the FRONT of your card, above the end of your card number.

**Bank Transfer:**

IBAN: AT 4432 000 000 08111304

Swift: RLNWATWW

Bank: Raiffeisenlandesbank Niederösterreich-Wien AG

F.W. Raiffeisen-Platz, A-1020 Wien



Herewith, I confirm the order of the above polling services and accept CTI's General Terms and Conditions, including cancellation restrictions. I understand that CTI Meeting Technology will collect payment prior to the event, and if for any reason payment cannot be collected, my order will be invalidated.

**Signature**

**Location / Date of Signature**

Please return the signed form to: **y.konstantinou@ctimeetingtech.com** or **esmo@ctimeetingtech.com** .