



## C-Circle's Attendance Terms & Conditions

Thank you for registering to this session organized by the C-Circle. The following Terms and Conditions ("Terms") apply to you and your participation.

### Attendee participation

The C-Circle has the right, in its sole discretion, to limit or deny access to any individual who doesn't meet the required qualification criteria.

To be eligible for participating, you must:

- Be personally invited by the C-Circle or by a corporate partner
- Register with a personal VIP code that accompanies your invitation
- Justify a C-level position within the Executive Committee, or being a Board Member, of a significant organization or
- Not be prohibited as a result of no shows or last-minute cancellations to previous sessions, or due to inappropriate behavior

### Code of Conduct

The C-Circle sessions are designed to share experiences, thoughts and ideas in an open and trustable way. All participants, including speakers, panelists and partners, are required to:

- Maintain a respectful and courteous attitude towards everyone
- Respect each one's vision and advice
- Share clear, valuable, honest information
- Actively participate to the discussions. Please avoid checking emails and SMSs during the session
- Avoid monopolizing or spam the discussions and debates
- Strictly respect the Chatham House Rule by keeping what is discussed as strictly confidential and by not revealing who made any particular comment.

### Registration & Cancellation Policy

C-Circle sessions are deliberately kept small to ensure maximal interaction.

Confirmations are sent once the registration has been validated. An invoice will accompany the confirmation and must be paid prior to the session. Access to a session may be refused if the registration fee is not paid.

Once registered, we strongly rely on your engagement to participate out of respect for speakers, panelists and other attendees.

In case a particular occurrence due to illness or to any event beyond the reasonable control prevents you to attend, please advise our secretariat by email as quickly as possible to avoid reserved seats are empty and food is stupidly wasted.

In case of cancellation in the 3 working days before the session starts or in case of no show, the registration fee is not refundable.

### Data & content protection

Usage of guest data and cookies policy are ruled upon the GDPR regulation. Please see specific document.

#### *Before the session*

To ensure all our guests get maximal value from our sessions and networking opportunities, we may share a list of names, company names and job titles (but no contact details) to other attendees to best plan their networking and contacts purposes before and during the session.

#### *During and after the session*

C-Circle sessions are held under the 'Chatham House' rule. This means that participants commit to keep what is shown and said for their eyes and ears only and to never transmit (even partly) content, slides or identity of other guests. Slides or videos shown during the session may be protected by copyrights. Participants are required to ask for permission to the speakers before taking pictures of slides.

Guest Speakers, panelists and attendees views and opinions are entirely their own and in no way reflect the views and opinions of the C-Circle.

*Last reviewed: April 2025*