



# Polling System Order-Form

Please complete all the fields below.

POLLING SYSTEM ORD	DER			
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.  EUR 2.000  *** Please note that the deadline for subjecting the material requested (graphics for branding, questions & answers) for the setup of the polling is the 19 <sup>th</sup> of March 2025.				
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 7 days prior the first day of the Conference. The deadline for providing the setup material is the **19**<sup>th</sup> **of March 2025**.

### **Ordering deadline**

The ordering deadline is on the **17<sup>th</sup> of March 2025**, 9 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	□ AMERI	CAN 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			Loca	ation / Date of Signature		





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