

GENERAL TERMS AND CONDITIONS

FBN 33rd Global Summit, 30 October – 2 November 2024

Tokyo, Japan

1. Who can attend?

The Global Summit is exclusively reserved for members of The Family Business Network (FBN) with an active membership, listed as such in the FBN Connect database.

Participation is solely limited to members of family-owned companies. Spouses and partners are considered as members but have to be registered as participants to be able to attend the Summit. Some exceptions, on a limited basis, can be made if the non-family member participants are bringing an added value to the Summit organization and/or interest. Such examples are, but not limited to non-family speakers (such as keynote speakers) or non-family executives. These exceptions must be approved by FBN.

Potential members of FBN can attend the Summit only with approval from FBN. They can attend the Summit as “potential members” only once and must become a member of FBN to attend future Summits.

Children above 15 years old must register as participants to attend the Summit. Children under 15 years old are not allowed in the Summit venue nor during Social Events. If participants come with children, it is their personal and individual responsibility to organize and support babysitting. Due to exceptional circumstances, if participants must bring their baby to the Summit premises, please contact FBN prior to registration.

2. Summit Fee

Participant Category	Summit Fee (10% VAT excluded)	Access & Conditions
1) Family Business – 1st and 2nd participant	3950 EUR	<ul style="list-style-type: none"> - Full access to the Global Summit sessions including Family Visits and Community Labs - Access to 3 evening social events - Food and beverages (lunch, coffee breaks, and dinners)
2) Family Business – from 3rd participant onwards	2995 EUR	<ul style="list-style-type: none"> - Full access to the Global Summit sessions including Family Visits and Community Labs - Access to 3 evening social events - Food and beverages (lunch, coffee breaks, and dinners) - 10 member limit from the same family
3) Next Generation (from 15 to 40 years old on the year of the Event)	2995 EUR	<ul style="list-style-type: none"> - Full access to the Global Summit sessions including Family Visits and Community Labs - Access to 3 evening social events - Food and beverages (lunch, coffee breaks, and dinners) <p style="margin-left: 20px;"><i>Special Conditions:</i></p> <ul style="list-style-type: none"> - Participants must be able to prove their age to benefit from the NxG reduced fee. Proof of identity can be asked upon registration - Participants under 18 years old must be accompanied by their parents to attend the Summit. Minors are fully under their parents' responsibility
4) Potential FBN Family Business Members	3950 EUR	<ul style="list-style-type: none"> - Full access to the Global Summit sessions including Family Visits and Community Labs - Access to 3 evening social events - Food and beverages (lunch, breaks and dinners) <p style="margin-left: 20px;"><i>Special Conditions:</i></p> <ul style="list-style-type: none"> - Participants can attend the Summit as “potential family business members” only once and have to become a member of FBN to attend future Summits
5) Non-Family Executive (Executive of Family Businesses who are not a member of the family)	3950 EUR	<ul style="list-style-type: none"> - Full access to the Global Summit sessions including Family Visits and Community Labs - Access to 3 evening social events - Food and beverages (lunches, breaks and dinners) <p style="margin-left: 20px;"><i>Special Conditions:</i></p>

		<ul style="list-style-type: none"> - Access is limited to 1 person only per family-owned company - The executive has to be invited by the family of the company that she/he manages - The Executive has to be accompanied at least by 1 member of the family and therefore cannot attend the Summit on behalf of the family
6) Speakers		- Conditions upon agreement with FBN

3. Learning Journeys Fees

Learning Journeys are reserved for participants of the Global Summit and are not included in the Summit registration fee. Participants must first register for the Summit to have access to the Learning Journeys. The fee is 1900 EUR per participant, excluding 10% VAT.

The number of participants is limited to 40 persons (with exception of Kamajura & Ginza that is 20) per Learning Journey and registrations will be confirmed on a first come first served basis.

Each Learning Journey requires a minimum of 20 persons to take place. In case FBN Japan has to cancel a Learning Journey, registered participants' fees will be reimbursed. Any additional costs such as flight booking, not included in the program remain at the participants' charge and won't be reimbursed in case of cancellation of the learning journey.

The payment conditions stated under point 4 and the cancellation/refund policy stated under point 5 apply. The registration deadline for the Learning Journeys is 31 July 2024. After that date, registration to the Learning Journeys cannot be guaranteed.

4. Summit Registration / Payment

FBN-I has contracted K.I.T Group as its official Registration Department to register Summit participants. K.I.T. Group is responsible for collecting participants' payments on behalf of FBN-I. The Summit Registration deadline is on 1 October 2024.

Payment by credit card

The following credit cards are accepted: Visa, Mastercard, and Amex.

Payment by bank transfer

Payment by bank transfer is possible only until 1 October 2024.

The total amount in EUR is due free of bank charges. The participant should indicate his/her full name as well as "FBN Global Summit" under the payment reference.

Registration fee must be paid by credit card upon online registration or by bank transfer within one week (7 days) after registration. **Should the payment not have reached K.I.T Group within 2 weeks, the seat will be automatically released**, and the person will be notified accordingly.

5. Waiting list

In the event the Summit becomes fully booked, we will establish a waiting list. This list will be established on a first-come, first-served basis. When any cancellation is received, the first person on the waiting list will be contacted to have the opportunity to book that spot.

Only if the cancelled registration is reallocated with another equivalent, paying registration, a full refund (minus administration fee of 365 EUR) will be provided. This refund policy supersedes the cancellation/refund policy indicated in Section 6 of this Terms & Conditions up to September 16th, 2024 – after that date no refunds are issued.

Cancelled registrations cannot be reallocated by the corresponding Chapter to another member, however if the member family wants to change to another family member, this is permitted and must be submitted in writing at the time of cancellation so the registration can be reassigned.

This waiting list will be kept active until 16th September 2024, after that point it will be closed.

6. Cancellation Policy / Refund Policy

All cancellations must be sent in writing to fbn-summit@kit-group.org

No refund will be due in case of cancellation for sickness or Force Majeure cases and all consequences of atypical pneumonia, COVID-19, or severe acute respiratory syndrome (SARS). It is the participant's own responsibility to subscribe to private cancellation insurance to cover this risk.

6.1 Learning Journeys

The following terms apply for cancellation received:

- **Before 6 July 2024:** 100% of the total registration fee is refunded less 365 EUR handling fee (per person registered)
- **Between 6 July and 6 August 2024:** 50% of the registration fee is refunded (per person registered)

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- **After 6 August 2024:** No refund

6.2 Summit

The following terms apply for cancellation received:

- **Before 1 July 2024:** 100% of the total registration fee is refunded less 365 EUR handling fee (per person registered)
- **Between 1 July and 15 September 2024:** 50% of the registration fee is refunded (per person registered)
- **From 16 September 2024:** No refund

For both, Learning Journeys and the Summit, registration fees won't be reimbursed in cases where participants have been late in requesting a visa to attend the event. If the visa application is rejected, this must be communicated to the FBN Summit registration department immediately. Notification after the Summit will not be accepted.

In the event, a participant cancels his/her participation, the Learning Journey or the Summit entrance cannot be transferred to the following year's Global Summit or any other FBN event. The transfer to another FBN member is possible, under the condition that the transfer is made to another family member.

Any refunds will be processed and issued within 60 days after the Summit.

7. Hotel rooms reservations

Hotel accommodation requests are subject to availability. All rates include breakfast and city tax.

Payment by credit card

The same conditions as stated under point 4 apply.

The participant should indicate his/her full name as well as "FBN Global Summit" under the payment reference.

Modification and Cancellations policy

All cancellations must be sent in writing to: fnaccommodation@kit-group.com

The following terms apply for the cancellation received:

- For cancellations received before 27th of May 2024, your room can be released without penalty.
- For cancellations received between 27th of May and 20th of August 2024, you will be charged for one full night.
- For cancellations received after 20th of August 2024, no refunds will be possible. You will be charged the full amount of your stay. There are no exceptions. For a reduction in the length of stay or the case of a no-show, no refunds will be made. The entire number of nights booked on the hotel booking form and confirmed by K.I.T. Group France will be charged. No-shows will be released at 9 a.m. the following day, and the accommodation will not be refunded.

8. Cancellation of the Summit

If the Global Summit cannot be held or has to be moved or changed due to:

1. Any reason(s) beyond its control that prevents or substantially hinders the planned holding of the Summit
2. Force Majeure, which is forces out of the party's control. Such forces include but are not limited to Unforeseen political and economic events, acts of God (flood, earthquake, tornado, fire. Etc.), war, strikes, threats, or acts of terrorism, disease, and all consequences of atypical pneumonia, COVID-19, or the severe acute respiratory syndrome (SARS).

FBN cannot be held liable by participants for any damages, costs, or losses incurred, such as transportation costs, accommodation costs, financial losses, etc. Under these circumstances, FBN reserves the right to either retain the entire registration fee and to use it for a future Summit, or to reimburse the registration fee after the deduction of costs already incurred for the organization of the FBN Summit and which could not be recovered from third parties.

FBN retains the right to cancel the party's registration at any time with reasonable cause and offer a refund by the rules stated in the cancellation policy. If passed the last refund deadline, FBN has the right to retain all fees paid except in case of "Force Majeure". In these cases, FBN will reimburse the full amount of fees for which services have not been completed.

FBN also reserves the right to modify the program, which is published as an indication only.

9. Letter of Invitation / Visa requirements

Participants requiring an official Letter of Invitation should contact the FBN Summit registration department by 1 September 2024. To receive a Letter of Invitation, participants must be fully registered for the Summit with all fees paid. The Letter of Invitation does not financially obligate FBN or the FBN Summit Registration Department in any way. All expenses in relation to the Summit are the sole responsibility of the participant. Any costs for express mailing of documents must be covered by the participant.

It is the sole responsibility of the participant to take care of his/her visa requirements. Participants who require an entry visa must allow sufficient time for the application procedure. Participants should contact the nearest Japanese embassy or consulate to determine the appropriate timing of their visa applications. If the participant requested the invitation letter before 1 September and the visa application is rejected, proof of rejected

visa application must be sent to the FBN Summit Registration Department. In this case, the registration fee will be reimbursed minus the handling fee of 365 EUR. All reimbursement requests must be sent before the Summit.

10. Data Protection and Sharing of Contact Details

All data provided may be used (saved, stored, processed, transmitted, and deleted) to allow for the booking(s)/registration. FBN may film, photograph or take television or video footage in public spaces during the Global Summit. By agreeing to these general terms & conditions, the participant agrees that any images in which he/she may appear may be used in relation to the promotion of future FBN events and on the FBN websites. Data protection is warranted in accordance with the Swiss Data Protection Act and the Tele Service Data Protection Act.

11. Liability

FBN cannot be held liable by participants for any damages, costs, or losses incurred, such as transportation costs, accommodation costs, financial losses, etc.

FBN is not responsible for any bodily or material damage (including theft) sustained by participants during the Global Summit and the Learning Journeys and Family/Cultural Visits (if any), which is not directly the fault of FBN. Each participant is responsible for his or her own insurance in such events. Registration fees do not include insurance of any kind. It is strongly recommended that participants contract an insurance policy of their choice when registering and booking travel. The policy should include loss of fees through cancellation of the congress, loss of international/domestic air fares through cancellation for any reason, loss of tour monies through cancellation for any reason including airline or related services strikes, failure to utilize tours or pre booked arrangements due to airline delay, Force Majeure or any unforeseen or unrelated event, medical expenses, loss or damage to personal property, additional expenses and repatriation should travel arrangements have to be altered.

12. Language

The official Summit language is English.

Lausanne, January 2024

The Family Business Network International