

PUBLIC

SAP Concur Fusion Registration Policies

Cancellation and Refund Policy

A US\$100 service charge applies to all Full Conference registration cancellations. Cancellations must be submitted in writing and received on or before Friday, March 1 at 5:00 p.m. ET. SAP CONCUR will not issue refunds on cancellations received after Friday, March 1. A registrant must provide the registration confirmation number and submit a written cancellation request via e-mail to concurfusion@sapevents.com. SAP CONCUR will not accept a cancellation request over the telephone.

Conference no-shows are ineligible for a refund.

Registration Substitution Policy

Registration substitutions are only permitted between employees from the same company. There is no fee for name change substitutions if no payment information is changed. A US\$50.00 administrative fee will apply to any substitutions requiring updates to payment information. A registrant must submit a completed substitution form via email to concurfusion@sapevents.com. SAP CONCUR will not accept a substitution request over the telephone. If a substitution is required on-site, SAP CONCUR will accept a written request on company letterhead.

Registration cancellation or substitution does not automatically affect a registrant's hotel reservation. The registrant is responsible for contacting the hotel property directly to make any changes or to cancel an existing hotel reservation. A hotel reservation must be cancelled at least 72 hours prior to scheduled arrival date to receive a full refund of the first night deposit. Registrants who fail to check in on their scheduled arrival date (no-show), forfeit their first-night deposit (room rate, plus hotel tax) and the remaining nights of their reservation will be automatically canceled. SAP CONCUR is not responsible for any hotel no-show penalty.

SAP CONCUR reserves the right to refuse or cancel any registration at any time. You must be 21 years of age or older to attend SAP Concur Fusion.

Housing

We have partnered with The Venetian Hotel to ensure that our attendees receive an exclusive hotel rate of \$269 (plus taxes and a nightly \$35 resort fee) while attending SAP Concur Fusion 2024. If you made a hotel reservation during registration, you will receive a separate hotel email confirmation. Please keep this for future reference if you need to make changes to your reservation.

You can book a new hotel reservation by using [this link](#). To make changes or to cancel an existing reservation, please call the hotel directly at [\(702\) 414-1000](tel:7024141000) or follow the instructions in your confirmation email.

The hotel block will fill up quickly, so we strongly encourage you to reserve your hotel room early in order to be

given the opportunity to book at the conference hotel. Discounted hotel rates, based on hotel availability, will be available to registered attendees until February 16, 2024, or until the official conference hotel block is filled.

Warning: Please be aware of unofficial housing solicitations. If you are contacted by anyone other than the SAP Concur Fusion email alias (sapconcur_events@sap.com), please note they are not endorsed by SAP Concur. Despite their claims, they do not have access to our negotiated discounted rates. If you make a reservation with any other company, SAP Concur cannot guarantee your reservation is valid.

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