

SAP Concur Fusion

Group Discount Package Policy

We are offering a special **“Buy 4, Get 25% off”** the total group package price. If you are interested in taking advantage of this discount, choose one (1) attendee to select the group discount option during the registration process. This attendee will be the package owner. Please note: the package owner will be asked to pay for the three registrations in full, in order to proceed.

We accept one (1) form of payment: credit card. SAP Concur does not accept purchase orders as a form of payment. There are no exceptions. Once we receive full payment, we will provide the lead registrant with a group package invitation console link in the registration confirmation email. Each invitation console permits a maximum of four (4) registration entries and includes the lead. Each registrant must complete their own registration.

If a group discount package participant registers outside the invitation console link, they will be required to cancel their own registration and pay the \$150 service charge before they can register under the group discount package.

Only paid registrations qualify for this promotion. This promotional offer cannot be used in conjunction with any other discounts or promotions. SAP employees are not eligible to participate and/or purchase registrations for this promotion.

All four (4) registrants must be employed by the same company and possess the same e-mail address domain. One (1) lead registrant must take the responsibility to purchase the group discount package.

Unused group discount package registrations are forfeited and ineligible for a refund. There are no exceptions. SAP Concur reserves the right to cancel and/or modify this promotion at any time.

The group discount offer will expire on March 14, 2025.

Group Discount Package Cancellation and Refund Policy

In order for a group discount package to be cancelled, all four (4) registrations within the package will be cancelled. The cancellation request must be submitted from the group package owner.

If SAP Concur receives a group discount package cancellation notice **by Friday, February 28 at 5:00 p.m. ET,** the group package owner will be issued a full refund of the registration fee via the original payment method. The group package owner must provide the registration confirmation

number and submit a written cancellation request via e-mail to sapconcur_events@sap.com. SAP Concur will not accept a cancellation request over the telephone.

If SAP Concur receives a group discount package cancellation notice **after** Friday, February 28 at 5:00 p.m. ET, the group package will not be eligible for a refund.

Conference no-shows are ineligible for a refund.

Group package registration substitutions are only permitted between registrants who are employed by the same company and possess the same e-mail address domain. There is no fee for name change substitutions if no payment information is changed. A **US\$50 administrative fee** will apply to any substitutions requiring updates to payment information. A registrant must submit a completed substitution form via email to sapconcur_events@sap.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.

Group discount packages that are **NOT** complete with four (4) registrants cannot be consolidated with other packages containing open and available spots. **Unused group discount package registrations are forfeited and ineligible for a refund.** There are no exceptions.

Conference no-shows are ineligible for a refund.