

## Hotel Terms and Conditions

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### Hotel selection

Depending on your country of residence a pre-selected hotel will be available for you upon registration.

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### Hotel room nights

A minimum two-night stay is mandatory when booking accommodation through the event registration page. The main nights of the event, Tuesday, 13 March and Wednesday, 14 March 2018, must be included when making a hotel booking. Hotel room nights either side of the mandatory nights are subject to hotel availability at the time of booking.

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### Hotel room rates

Unless stated otherwise hotel room rates are based on single occupancy in standard rooms (STD), inclusive of breakfast. There is no VAT included. All costs are quoted and charged in EUR (€).

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### Confirmation and payment

During the registration process, you are required to submit credit card details. Micro Focus will send you a confirmation of your hotel booking by email, stating the check in and check out dates and the costs of your hotel accommodation. Immediate payment by credit card is required, and you will receive a payment receipt stating the booked services.

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### Amending your hotel booking

All amendments to your hotel booking are subject to hotel availability at the time the amendment request is submitted.

#### Amending the hotel booking up to and including 13 February 2018

To amend your hotel booking up to and including 13 February 2018, please sign into your registration account to make the change.

### Hotel cancellations

In the event you have to cancel your hotel booking, the following cancellation terms apply. All cancellations should be submitted in writing to the [Micro Focus Universe 2018 Support Team](#).

Prior to and including 10 January 2018	No cancellation fee payable. You will receive a refund of the full hotel room costs.
Between 11 January and 12 February 2018	50% cancellation fee payable. You will receive a refund of 50% of the hotel room costs.
Between 13 February 2018 and the event	100% cancellation fee payable. You will not receive any refund on the hotel room costs.

### Reducing the number of nights of your hotel reservation

Micro Focus will attempt to resell the room nights you might need to reduce. However, this cannot be guaranteed and the cancellation policy outlined above will apply. All reductions and changes from 13 February 2018 should be submitted in writing to the [Micro Focus Universe 2018 Support Team](#).

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