



# **Registration and Attendance Information Sheet (RAIS)**

## **How to Register for the 52nd International Eucharistic Congress?**

**Last update: 30.05.2021**

### **Table of Contents**

1. Why is registration necessary? .....	2
2. Program table.....	3
3. How to register?.....	3
4. In what categories is it possible to register?.....	4
5. What kind of data do we request from those who wish to attend? .....	4
6. Where is the registration system available? .....	5
7. The registration process .....	6
8. Fees and deadlines .....	9
9. What does the registration fee include? .....	10
10. Accommodation .....	11
11. Visa information .....	11
12. IEC2020 Registration Terms and Conditions.....	12
13. IEC2020 General Terms and Conditions .....	13
14. Accommodation Terms & Conditions .....	13
15. Vis maior .....	13
16. Central information .....	14



## Introduction

With this information sheet, we would like to provide help to make your registration as convenient as possible. Please read the following information carefully.

### 1. Why is registration necessary?

If an individual or a group does not wish to participate at the events organised at Hungexpo but would like to reserve a place at other open events, registration is still necessary.

The following events of IEC 2020 are free of charge but require registration:

- Opening Mass with First Communion in Heroes' Square;
- Forraspont (Boiling Point) Youth Evening (Papp László Budapest Sportaréna) – available only for young people between the ages of 14 and 30 (priests, monks and accompanying adults may also register: 1 adult/10 children);
- Holy Mass in Kossuth Square on Saturday and a candlelight Eucharistic procession that follows;
- Closing Mass in Heroes' Square.

The theological symposium of IEC 2020 and the congress organised at Hungexpo may only be attended by registering and paying a fee.

Registration for other optional cultural and spiritual programs (with or without a fee) helps the organisers to perform their task.

The following open events may be attended even without registration; however, in such cases, no seat or standing place is guaranteed.

- Opening Mass with First Communion in Heroes' Square;
- Holy Mass in Kossuth Square on Saturday and the procession that follows;
- Closing Mass in Heroes' Square on Sunday.

## 2. Program table

The following table contains an overview of IEC 2020 events regarding registration. The detailed program is available at our website:

<https://www.iec2020.hu/en/program>

Programs					
With registration fee			Free of charge		
Registration required			Registration recommended	Registration not required	
Theological Symposium Esztergom	Congress Program Hungexpo	Forraspont Youth Evening Papp László Budapest Sportaréna	Opening Mass		
			Mass on Saturday, Procession		
			Closing Mass		
				Adoration of Communities	
				Family Day	
				Other programs at parishes	
	Programs in Pesti Vigadó Cultural Center				
Programs of the Ars Sacra Festival					

## 3. How to register?

You may register to the Congress by online registration.

We do not accept registrations via telephone for data protection reasons.

During the registration process, we are also accepting requests for accommodation with families and communities. However, we can grant these requests only at a later phase depending upon the number of places offered.

#### 4. In what categories is it possible to register?

We accept individual and family/group registrations.

#### 5. What kind of data do we request from those who wish to attend?

In accordance with the GDPR regulations of the European Union, we request and process the following personal data of the participants during the organisation of the Congress:

*Data requested from each individual participant and group leader:*

<b>data:</b>	<b>Events free of charge</b>	<b>Hungexpo / Theological Symposium</b>
name	✓	✓
gender	✓	✓
date of birth	✓	✓
place of birth		✓
e-mail address (group leaders and individual registration)	✓	✓
cell phone number (group leaders and individual registration)	✓	✓
address	✓	✓
citizenship	✓	✓
number of valid ID (we are asking for a copy of passport only from participants who are subject to visa requirement in Hungary)	✓	✓
special dietary needs		✓
special needs, requests regarding accessibility (not obligatory)	✓	✓
membership in any religious order, movement or other group (not obligatory)		

### Additional Data Requested from Clergymen

By the concept of clergymen, deacons, priests and bishops are meant.

Members of religious orders, either as individuals or members of groups, will have the possibility during the registration process to indicate their religious order / movement / apostolic society.

	All events
For priests and deacons, it is necessary to upload the Certificate for Clergy for which there is a template available for download in the registration system.	✓
As for bishops, we only ask for a photo and the size of the chasuble and the mitre.	✓
Whether he hears confessions and, if yes, in which language(s)	✓

### Consent

In order to process data in accordance with GDPR regulations, we ask you to acknowledge and consent to the contents of the following documents:

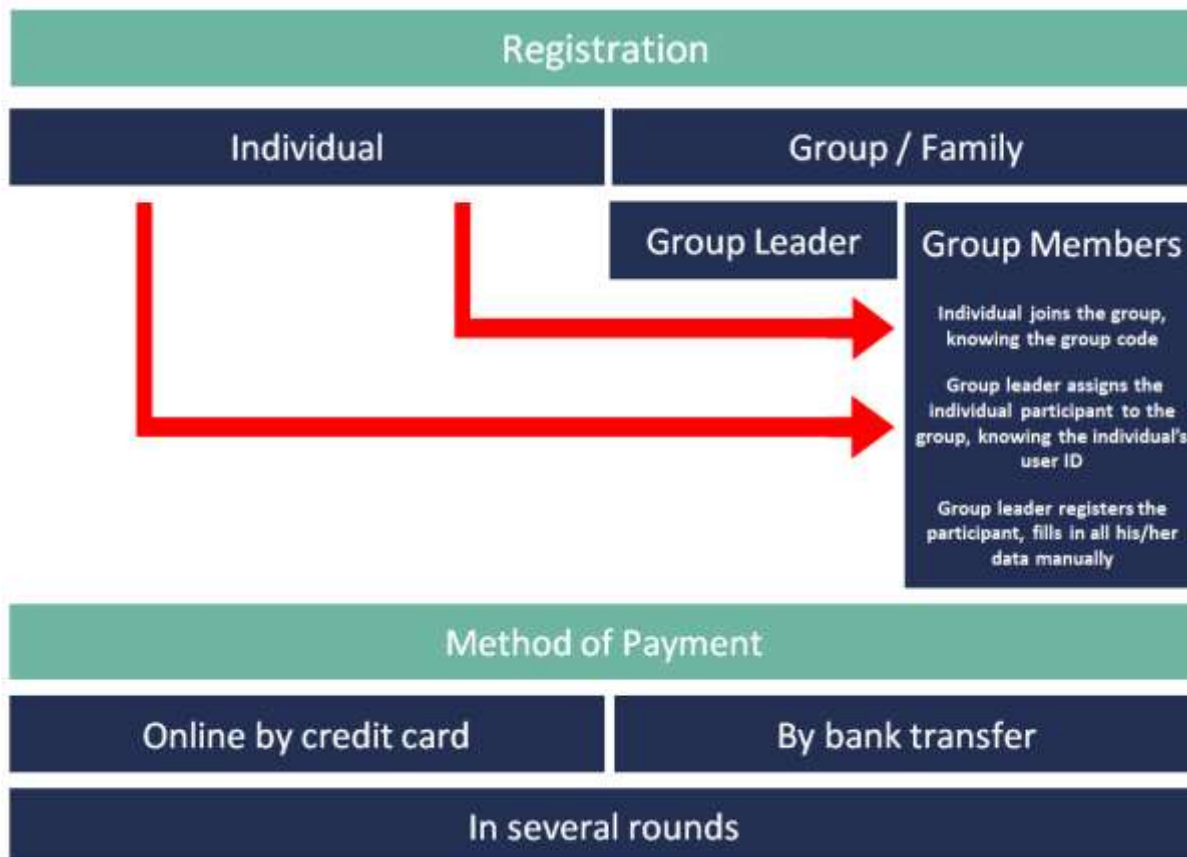
DPP = Data Protection Policy;

RAIS = Registration and Attendance Information Sheet

## 6. Where is the registration system available?

The registration system is available at the following website: <https://registration-iec2020.hu>

## 7. The registration process



## The process of online registration

### • Individual registration

- As a first step, a user account has to be created and activated.
- Members of the clergy have to upload their Certificate for Clergy at some point, but it is not a prerequisite for ticket purchase.
- Data can be modified or completed until the participation fee is paid.
- After filling in all the necessary data, ticket purchase may begin. All participants need to buy a personal ticket even for events free of charge. Of course, in the latter case, no payment is necessary.
- Selecting the method of payment:
  - payment by credit card (through Simplepay system of the Hungarian OTP Bank);
  - bank transfer (a pro forma invoice will be sent by our system, containing the necessary banking data);
  - cash payment (it is possible only at the venue of the congress for a one-day ticket).

In each case, after receiving the fee paid, we issue an invoice regardless of the payment method. This invoice will be downloadable from the user account.

- We send a confirmation message about accepting the registration and the data received. The QR code entitling attendees to participate at the event(s) will be available in the user accounts after 20 August 2021. Participants will be informed about the availability of the QR code<sup>1</sup>.
- It is possible to join any group even after buying tickets. Groups may be created for nations, dioceses, parishes or specific spiritual movements.

### • Group registration

- As a first step, the group leader has to create and activate his/her own user account. By doing so, she/he creates the group itself as well. When entering the data of the group, the leader has a chance to specify the expected group size. In case she/he would like to buy the tickets for the whole group together but does not know the data of all the members, it is possible to complement the group with so called “unpersonalised” members. The final deadline for providing exact names and data for this members is 15 July 2021. After 15 July, all “unpersonalised” members (and the tickets belonging to them) will be deleted. The cost of tickets purchased by that date is not going to be paid back.
- Generation of “unpersonalised” group members can be requested at the following e-mail address: [registration@iec2020.hu](mailto:registration@iec2020.hu).
- The group leader can either be a member of the clergy or a layperson. If it is a clergyman, he has to upload the Certificate for Clergy at some point, but it is not a prerequisite for ticket purchase.

---

<sup>1</sup> QR code: a unique record which can be used as a personalised entrance ticket



- After all this, members can be assigned to the group in three different ways:
  - a. The group leader provides prospective members with the group code (IEC-xxxx). During their individual registration, members can assign themselves to the group by entering the group code under 'Group' menu.
  - b. The group leader assigns members to the group. In this case, members register individually and the leader assigns them to the group by the members' individual (8-digit) codes under 'Group' menu.
  - c. The group leader enters the data of all members under the 'Group' menu. In case of groups with 15 or more members it is possible to upload the members' data in an excel sheet as well. If you wish to use this option please contact us at [registration@iec2020.hu](mailto:registration@iec2020.hu).
- The group leader can purchase tickets for the group members. But group members with an individual registration can also buy tickets for themselves.
- Modification or completion of data is possible until the participation fee is paid.
- Selecting the method of payment:
  - payment by credit card (through Simplepay system of the Hungarian OTP Bank);
  - bank transfer (a pro forma invoice will be sent by our system, containing the necessary banking data);
  - cash payment (it is possible only at the venue of the congress for a one-day ticket).
- In each case, after receiving the fee paid, we issue an invoice regardless of the payment method. This invoice will be available from the user account.

A confirmation message will be sent to the group leader and to those members who have an own e-mail address about accepting the registration and the data received. Expectedly, from 20 August 2021, the QR code entitling attendees to participate at the event(s) will be available in the user account of the group leader and in the account of those members who had previously registered individually. Participants will be informed about the availability of the QR code.
- Individual participants may join a parish group or spiritual movement group also later, by using the group code.

Before the Congress, we are going to send an e-mail with the most important practical information to each registered participant.



## 8. Fees and deadlines

The following table summarises the fees of each registration period and what each fee package includes.

### Theological Symposium

Theological symposium, Esztergom	early	normal	late	at the venue
	by 30.06.2021	by 31.07.2021	by 29.08.2021	2-4. 2021
<b>EUR</b>				
admission to the symposium, accomodation, meals	300	350	420	-
<b>Theological symposium, Esztergom</b>	<b>early</b>	<b>normal</b>	<b>late</b>	<b>at the venue</b>
	by 30.06.2021	by 31.07.2021	by 29.08.2021	2-4. 2021
<b>USD</b>				
admission to the symposium, accomodation, meals	340	420	500	-

### Congress

IEC 2020 Budapest	early	normal	late	at the venue
<b>EUR</b>	by 30.06.2021	by 31.07.2021	by 29.08.2021	6-10.2021
full week registration (admission to the congress, pilgrim pack, lunch for 5 days, public transportation for 8 days)	75	95	115	-
3-day registration for 3 selected days (admission to the congress, pilgrim pack, lunch for 3 days, public transportation for 3 consecutive days)	50	65	80	-
1-day registration (admission to the congress, pilgrim pack, lunch for 1 day - only in case of on-line registration)	20	25	30	50
<b>IEC 2020 Budapest</b>	<b>early</b>	<b>normal</b>	<b>late</b>	<b>at the venue</b>
<b>USD</b>	by 30.06.2021	by 31.07.2021	by 29.08.2021	6-10.2021
full week registration (admission to the congress, pilgrim pack, lunch for 5 days, public transportation for 8 days)	85	105	130	-
3-day registration for 3 consecutive days (admission to the congress, pilgrim pack, lunch for 3 days, public transportation for 3 days)	55	75	90	-
1-day registration (admission to the congress, pilgrim pack, lunch for 1 day - only in case of on-line registration)	25	30	35	55

In case of an on-site registration, the only option is to purchase a one-day ticket (we do not sell 3-day or 5-day tickets at the venue), which does not include meals or passes for free transport in Budapest. 3-day tickets will be valid for 3 selected days of the congress, but we only provide pass for public transport, if you choose 3 consecutive days. If you wish to participate at the Opening Mass, the Closing Mass and the procession as well, we ask you to purchase a free ticket also for these events during the registration process.



Please note, that the participation fees for the Congress (shown in the tables above) do not include accommodation.

## Invoice

The IEC Secretariat issues an invoice for each amount paid as registration fee. This invoice can be downloaded from the registration system in pdf format. During the registration procedure, we ask you to provide all necessary data for the invoice.

## 9. What does the registration fee include?

### Theological Symposium (Esztergom, 2-4 September 2021)

- Admission to the symposium (wristband, QR-code);
- Full board (accommodation in \*\*\*hotel and meals);
- Conference packet.

### Congress (Budapest, 5-12 September 2021)

- Admission to Hungexpo (wristband, QR code);
- Lunch at Hungexpo (Monday-Friday, depending on the chosen package, lunch is available for either 3 or 5 days (3-day package or 5-day package); as for 1-day tickets, lunch is only provided in case of previous on-line registration);
- Admission to major public events (registration is needed so that a seat or standing place could be guaranteed);
- Budapest public transport (BKK) pass as part of the 3-day or 5-day package (5-day package: from Sunday until Sunday, 3-day package: only if 3 consecutive days). For people over the age of 65, public transport is free in Budapest.
- Pilgrim pack.
- **The registration fee does not include the cost of accommodation (except in the case of invited guests). Upon request, we provide community/family accommodation as well. However, this option is only available depending upon the number of the available/offered places.**

## 10. Accommodation

Participants of the Congress have to arrange accommodation for themselves.

Hotels, hostels

In the registration system, there will be a list of accommodations available (in several categories) which will have been reserved for the participants of the Congress. During the registration for the Congress, participants can book those accommodations at a reduced price. It is possible to do so through the hotel links available from the registration system, using the coupon code you find at the hotel descriptions. The cost of accommodation has to be paid directly to the hotel.

The list of these hotels is also available on our website:

<https://www.iec2020.hu/en/registration>

Host Families, Community Accommodation

Those who wish to stay with families or have community accommodation in and around Budapest may indicate this request in the registration process.

However, we can provide such accommodation only to the extent of the offers we receive from families and communities.

## 11. Visa information

Hungary joined the Schengen Area on 21 December, 2007. From that time, visas and residence permits issued by one of the Member States are also valid for Hungary and, as a general rule, visas/residence permits issued by Hungarian authorities are also valid for the entire Schengen Area.

Holders of passports issued by the countries, entities or territories listed at the following website are granted, under bilateral agreements, visa-free travel to Hungary: <http://konzulizsolgalat.kormany.hu/visa-waiver-agreements>.

Participants who need a visa in order to enter Hungary are advised to submit their applications to the competent Hungarian mission at least 4 weeks before travelling. The visa application must include a proof of registration which will be downloadable from our system after registration and purchasing a ticket.

For more information, please visit our website:

<https://www.iec2020.hu/en/travel#general-visa-information-for-iec-2020-participants>

## 12. IEC2020 Registration Terms and Conditions

- By submitting your registration for the 52nd International Eucharistic Congress (hereinafter referred to as IEC2020), you establish a contractual relationship with the IEC2020 Secretariat. The participation fee for the Congress has to be transferred at the time of registration; otherwise, the registration is not valid. In order to facilitate communication, we ask you to provide your e-mail address for confirmation purposes.
- In case there is a cancellation, it has to be sent to the e-mail address [registration@iec2020.hu](mailto:registration@iec2020.hu) in writing. We do not accept cancellations by telephone.
- In case the cancellation also involves a refund, after 30 June 2021 we deduct a processing fee of EUR 20 / USD 25 from the amount to be transferred. If the fee already paid is less than this amount, we deduct a processing fee of EUR 5 / USD 6. In case the cancellation is after 31 July 2021, we cannot refund the participation fee. The same conditions apply for those individuals' fees whose tickets are cancelled because the participants are not specified.
- The currency exchange rate to be applied in the case of payments and refunds will be based on the available exchange rate at the time of the transaction. IEC2020 are not responsible for any changes in exchange rates which may cause any differences or for any other additional fees levied by your bank or card processor. Bank charges are the responsibility of the Participant.
- Any Early Registration booking must be paid in full upon registration or no later than two (2) weeks after the early registration closing date (30 June 2021 or 31 July 2021). If payment for Early Registration is not received by this date, the next, more expensive registration fee will apply.
- Only with an accompanying adult are participants under the age of 16 allowed to access the programs of the Congress. Their registration is only possible as member of a group whose leader is over the age of 18. In case a participant under the age of 16 is not registered by his/her parent or guardian, a written statement is necessary by the parent which allows the data of such young participants to be processed. This statement is available from the registration system and has to be retained by the registrant. During the registration phase, it does not have to be uploaded.
- In case a participant subject to visa requirement in Hungary does not receive the visa for reasons beyond our control, we refund the full amount of the paid participation fee within 30 days of having sent us the declaration together with the claim for the refund.

### 13. IEC2020 General Terms and Conditions

- Only participants wearing the official Congress ID (wristband) will be allowed to access the venue of the Congress.
- IEC2020 reserve the right to alter the program of the Congress including cancellation of the event should unforeseen circumstances make such action inevitable.
- IEC2020 recommend that participants have their own travel and health insurance. IEC 2020 accept no responsibility for any costs resulting from not having such an insurance.
- Our [data protection policy](#) compliant to the general data protection rules (GDPR) of the European Union is available through the congress website at [www.iec2020.hu](http://www.iec2020.hu) .

### 14. Accommodation Terms & Conditions

In case you need accommodation, we ask you to arrange accommodation bookings directly with the hotels. Alternatively, during the registration process, you can access a list of reduced-price hotels reserved by us. A full list of accommodation options as well as the terms and conditions are available in the registration system of the Congress.

### 15. Vis maior

IEC2020 and the participant are freed from any liability or obligation under this contract for circumstances beyond their control, such as, but not limited to a war, strike, riot, crime or an event described by legal terms as an "act of God" (such as flooding, earthquake or volcanic eruption), which prevent them from fulfilling their obligations under this contract.

Referring to the force majeure situation caused by the coronavirus, IEC2020 declares that if the organization of the Congress becomes infeasible due to an emergency, the legal relationship between the parties will be terminated. Since this reason for termination is not attributable to either party within 30 days of the end date of the planned congress IEC2020 shall transfer the paid registration fee back to the bank account it has been received.



Should any conflict arise between IEC2020 as the event host and organiser and the Participant, both parties commit themselves to reaching the best possible resolution of any situation or difficulty that may arise within the period of this event, within the framework of Hungarian law.

## 16. Central information

E-mail: [registration@iec2020.hu](mailto:registration@iec2020.hu)

Website: [www.iec2020.hu](http://www.iec2020.hu)

You may reach us by telephone also and ask questions concerning registration at the following phone number: **+36 1 955 58 23** (on working days: from 10 am - 5 pm (CET) in Hungarian and English languages).