



CODE OF CONDUCT

Climate-KIC Masterclasses 2016

WHAT CLIMATE-KIC OFFERS

Climate-KIC offers Masterclasses on a range of relevant topics for start-ups and entrepreneurs. We contract world-class lecturers to make these Masterclasses top-notch. In two days, you will be immersed in a subject and have the opportunity to learn from the best in the field. Through these Masterclasses you will meet with start-ups, entrepreneurs and contacts from other countries and have the opportunity to build productive relationships. Here's what you can expect from us once your application for a Climate-KIC Masterclass is confirmed:

- We offer an intensive 2-day Masterclass on the subject described on the website (through which you have applied) with world-class lecturers and professors.
- There is no admission fee for the Masterclasses for Climate-KIC start-ups.
- Lunch, snacks, water, coffee and tea are always included. Most of the time, we also offer you dinner and drinks on one of the days.
- If you are a Climate-KIC start-up following the Acceleration programme, Climate-KIC will reimburse your travel costs, for a maximum amount of 200 euros per team member.
- All other costs, such as accommodation, have to be paid for by the participants themselves.
- Admission for non-Climate-KIC participants is 950 euros per seat.

WHAT WE EXPECT FROM YOU

As with any activity, we can do only so much to make it worth your while. Your preparation and active participation is what makes these Masterclasses truly remarkable learning experiences; for yourself, but also for the other participants. Here is what we expect from you:

- Be prepared! Read all study materials and prepare assignments sent before the Masterclass.
- Be ready to focus and engage with the speaker and other participants. We expect phone and laptop use to be minimum.
- You will receive all information you need per e-mail. Sometimes we have last minute changes, so please pay attention to your email. It is your responsibility to print and bring the information, if needed (like maps, programme, homework cases, etc.).
- We expect you to be there for the full programme. If, for whatever reason, you will not be able to attend the full programme, we need to know this well in advance, so we can decide if you can participate and if not, inform those on the reserve list.
- Be on time: starting at 09:00 means starting at 09:00 SHARP. After coffee, tea or lunch breaks, return to the Masterclass on time. We will make sure to build in enough networking opportunities.
- Give feedback: after every Masterclass you will receive a feedback survey and are expected to fill this out in a timely manner.
- There is no admission fee for the Masterclasses for Climate-KIC participants. However, there is a 500-euro no-show fee. This means: if, for whatever reason, you need to cancel your participation to the Masterclass you need to inform the event manager, Leila Scott, at least one week before the start of the event. If you do not do this and you do not show up at the Masterclass, Climate-KIC will charge you a 500-euro no-show fee.



If you do not observe these guidelines, you will not be allowed to attend other Masterclasses.
Although we do not expect to refer to these rules, we want to make sure we are on the same page and create the best learning experience for all participants.

More information on Climate-KIC Masterclasses:
Leila Scott – Leila.scott@climate-kic.org

I have read and agree to this Code of Conduct:

X _____

X _____