

Event: Conference with management of external funds

Location: Berlin

Client: Humboldt Universität zu Berlin

Type of Project: E-Projekt, HU-internal conference

Service	Price	Pax	Factor	Total
HI				
Overhead charge				
* Review of the calculation or contractual basis of the sponsorship before opening the project account * Opening of the project account * Posting of income and provision of a project account for the organizer to manage the funds * Posting of expenses * Settling all income and expenses as well as balances with HU * Preparing receipts, including for tax purposes Participation fees from event participants are collected via a registration software, which incurs additional costs. This software integrates additional services such as various payment methods (e.g., Apple Pay, Google Pay, or credit card payment) and dunning. HI collects funds for events on behalf of HU in a special trust account at Deutsche Bank. Without such a specially approved account, no external service providers may manage HU event funds, such as participation fees.	Variable costs: For the management of event funds, HI charges the following overhead on the funds received (participation fees, sponsorship, etc.): 15%.			
Optional additions				
You will receive a separate quote for additional services such as requesting and commissioning external services, on-site support services, etc.				
Converia				
Participation registration (subject to a charge)				
Setup fee for the CONVERIA registration platform * Design and coordination of an online registration form (German/English) hosted on a security-certified server. Client provides texts. * Coordination of automated mailings to participants (registration confirmation, payment confirmation, etc.). Client provides texts. * Provision of a login for the client for permanent access to the backend. * Acceptance and checking of online registrations, consideration of various price categories and, if applicable, the supporting program (dinner, etc.). * Provision of a list of participants. * Registration of participants and sending of invoices (PDF) by email. * We are available to participants as contact persons for questions regarding registration and payment processing. * Sending of participation certificates (PDF) by email. Client provides texts.	500,00 € / 1000,00 € / 1.500,00 €	1	0	Depending on the package selected Services per package in the appendix
CONVERIA: * Sending confirmation emails for registrations and, if applicable, automatically generated invoices * Accepting participation fees by credit card (VISA, Mastercard), bank transfer, and/or Apple Pay and Google Pay, continuously monitoring the receipt of fees * Sending payment confirmations after receipt of payment and, if necessary, up to three payment reminders	Variable Costs: * Cost per participation/cancellation invoice created: 0,94 Euro plus the variable fee per invoice: 2,30% of the participation fees * payment via credit card or bank transfer: 2,95 % of the participation fees * payment via Apple Pay and Google Pay: 3,45 % of the participation fees * cancellation and rebooking fee: 30€			
Special package: Participation registration, tickets free of charge				
Setup fee for the CONVERIA registration platform * Design and coordination of an online registration form (German/English) hosted on a security-certified server. Client provides texts. * Coordination of automated mailings to participants (registration confirmation, etc.). Client provides texts. * Provision of a login for the client for permanent access to the backend. * Acceptance and checking of online registrations. * Provision of a list of participants. * Registration of participants. * Sending of participation certificates (PDF) by email. Client provides texts.	750,00 €	1	0	0,00 €

Abstracthandling				
Individual submissions Setup fee submission and evaluation of contributions *Submission: max. 20 topics including subtopics *Evaluation: max. 20 reviewers, max. 10 evaluation criteria Does not include assigning reviewers to contributions—this is done independently by the organizer in the backend.	750,00 €	1	0	0,00 €
Submission and Evaluation of Sessions *Submission of sessions with sub-contributions	750,00 €	1	0	0,00 €
Handling fee for abstracts *includes submission and evaluation	Variable costs: Fee for abstract submission and evaluation per submitted abstract: 5 Euro			
	5,00 €	1	0	0,00 €
Optional additions				
Conference app (Requirement: use of the (free) conference planner) Setup fee * Customization of the software layout based on the Converia CMS basic template, customization of the logo header, background colors, font colors * Header is provided by the client * Adaptation of an existing basic layout for the conference * Entry of texts and information provided by the client * Programming of pages in responsive design * 1 draft for correction, approx. 5 working hours * Additions and updates to the page during the course of the project, 5 working hours * Each additional working hour will be charged at €150 * Use of the content management module * Creation of a microsite for the event * Registration of a conference domain, fee calculated per domain/year (automatic renewal for 12 months (cancellation period 3 months before the end of the period)) * Provision of an SSL certificate for the conference domain (automatic renewal for 12 months (cancellation period 3 months before the end of the period))	1.600,00 €	1	0	0,00 €
Registration of a conference domain incl. SSL certificate	160,00 €	1	0	0,00 €
Badgeprinting Set up service, handling, shipping	640,00 €	1	0	0,00 €
Badgeprinting variable costs - sheets for badges, (one badge per sheet / blanco badges) – 1,10€ per sheet - sheets for badges, (three badges per sheet / printed for registered participants) – 3,45€ per sheet - Badgeprinting: - up to 100 sheets 1,40 Euro/sheet - 100+ sheets: 1,25 Euro/sheet - 250+ sheets: 1,10 Euro/sheet	Variable costs: for the expected costs for your number of participants please refer to your financing plan			
Self-service check-in module rental fee per unit and day excl. Shipping	230,00 €	1	0	0,00 €
Barcodescanner for self-service check-in module rental fee per unit and day excl. Shipping	60,00 €	1	0	0,00 €
Support For customization requests that can only be programmed by Converia Support *Price per hour *invoiced in increments of quarter hours	150,00 €	1	0	0,00 €

Appendix

Converia packages	S	M	L	Special package
Display an individual header file from client	☑	☑	☑	☑
Display an individual text on landing page text from client	☑	☑	☑	☑
Individual and group booking	☑	☑	☑	☑
Payment methods to chose from: bank transfer, credit card, Apple Pay, Google Pay	☑	☑	☑	X
Cancellation policy including individual deadlines	☑	☑	☑	X
Dunning process max. 3 payment reminders, no debt collection	☑	☑	☑	X
Various participant and price groups e.g., standart, students, members	X	max. 2	☑	X
Paid sub-packages e.g., parallel sessions or supporting program	X	max.1	☑	X
Additional queries e.g., free participation in the supporting program or membership numbers	X	max. 2	☑	max. 2
Participation confirmation text from client, only participants name is individualized	X	☑	☑	X
Vouchers one code for multiple use	X	max.1	☑	X
Vouchers individual use, max. 5	X	X	☑	X
Various booking periods e.g., early bird or last minute	X	X	☑	X
Additional language (English/German)	X	X	☑	☑

This offer is valid for HU internal customers and refers to the fiscal unity between Humboldt-Innovation GmbH and Humboldt University of Berlin.

Cancellation of the entire event by the client must be made in writing by mail, fax, or email. In the event of cancellation, only costs incurred up to that point will be invoiced. After the event, you will receive a final invoice for the services provided, including any additional services booked on site. This invoice is payable within 14 days.

Please note that the above prices are valid for the year 2026. We reserve the right to make price changes of up to 5% per year due to inflation, deflation, or other tax regulations.

The costs will be included in your financing plan, which you will sign after approval. You will receive a Converia contract at a later stage. This confirms your acceptance of the above-