



## President's Club

### Registration Terms & Conditions

The following terms, conditions and policies apply to your participation in 2024 Qlik President's Club (the "Event"). If you have any questions, please contact the Global Events Team, [PresidentsClub@qlik.com](mailto:PresidentsClub@qlik.com). The event begins on Saturday, April 5, 2025 at 6:00 PM (GMT) and ends on Tuesday, April 8, 2025 following the Celebration Dinner (approximately 10:00 PM (GMT)) ("Event Period"). Departure flights should be scheduled for Wednesday, April 9, 2025.

You will be contacted by American Express Global Business Travel with flight options once you have completed your registration. We regret that if you make changes to your travel plans after they are confirmed with American Express Global Business Travel, you will be responsible for any change/cancellation fees and these will not be reimbursed.

**DO NOT TRAVEL TO OR ATTEND THE EVENT IF YOU TEST POSITIVE FOR COVID OR FEEL UNWELL IN ANY WAY BEFORE THE EVENT.**

**If you need to cancel your registration/travel due to the foregoing, please contact [PresidentsClub@qlik.com](mailto:PresidentsClub@qlik.com) as soon as possible.**

#### 1. **Expense Policy**

Below please find the Qlik President's Club Expense Policy (exception from the Global T&E Policy). This page provides key information on what expenses are covered while attending President's Club. Any combined Expense Reports received will be returned for correction. All expense reports must be submitted in line with Qlik's normal expense policy. Should you have any questions, please feel free to contact the Global Events Team, [PresidentsClub@qlik.com](mailto:PresidentsClub@qlik.com) for clarification.

##### **(a) Expenses to be covered by Qlik**

- Airfare for Qlik employee and guest BOOKED via President's Club flight partner ONLY, not booked directly by Qlik qualifier.
- Hotel accommodations from Sunday, April 5 to Wednesday, April 9 at The Ritz-Carlton, Abama. (See included in your stay for what is included with hotel accommodations)
- Group Function Food and Beverage, Welcome Dinner on Sunday, April 5 and Cocktail Reception & Celebration Dinner on Tuesday, April 8.
- A Ritz-Carlton Abama food and beverage credit will be provided to cover all meals and drinks outside of Qlik scheduled events.
- Group Activities: Catamaran Whale and Dolphin Cruise and Shopping Shuttle.
- One Individual Activity per Qualifier and Guest.
- Employee Travel Insurance, covered under the company's insurance policy.
- Ground transportation between Tenerife South Airport (TFS) or Tenerife North Airport (TFN) and The Ritz-Carlton, Abama. on Sunday, April 5 and Wednesday, April 9 only.

## **Qlik President's Club Registration Terms & Conditions (continued)**

### **Expense Policy (continued)**

#### **(b) Included in your stay:**

- A Citadel Run of House room that includes a king bed or two twin beds (based on availability), Full marble bathroom with separate bathtub and shower, mini bar and personal safe, in-room espresso machine, and private terrace or balcony.
- Breakfast buffet daily at the Veranda Restaurant
- Wireless internet
- Porterage gratuities
- Nightly turn down service
- Use of the fitness center

#### **(c) Reimbursable Expenses:**

- Travel to/from departure Airport / Airport parking.
- Expenses accrued during travel (that cannot be pre-paid for) such as in-flight meals and seat selection can be claimed back.
- Travel document costs (visas), if required.
- Immunizations with the presentation of proper documentation, if required.
- Luggage (checked): Costs for one piece of checked luggage.
- COVID-19 Test(s) required for Travel.

#### **(d) Non-Reimbursable Expenses:**

- Car rentals - the company will not reimburse car rental expenses. Qlik will provide ground transportation to and from Tenerife South Airport (TFS) or Tenerife North Airport (TFN) and The Ritz-Carlton, Abama.
- Flight change fees unless for the purpose of business and/or during a valid emergency
- Meals taking place during group functions
- Medical / personal hygiene needs such as pain reliever, shampoo, etc. will not be reimbursed.
- Sport shop clothing, souvenirs, employee/partner/customer gifts and cigars will not be reimbursed.
- Private lessons or personal activities.
- Business Center charges.
- Extended stays/additional nights and expenses related to personal days
- Flight upgrades at the expense of the Company are NOT permitted. Upgrades are allowed at the traveler's personal expense directly with the airlines, if available.
- Guest Travel Insurance.
- Passport.

#### **(e) Expense Reports:**

Please submit your 2024 Qlik President's Club expenses on a separate Expense Report from regular business travel.

## **Qlik President's Club Registration Terms & Conditions (continued)**

### **2. Flights and Travel**

#### **(a) Flight Booking**

All attendees will be given flight accommodations based on responses given at the time of registration. Once Qlik's travel company receives the completed registration, they will connect with each attendee 1:1 to book flights. This is the only permitted method of booking air travel for President's Club. Please note that according to the President's Club travel policy, all passengers are booked in economy class. If you are traveling internationally, please check if you need a visa or other travel documents to enter Tenerife, Spain and any layover countries.

All attendees may only be booked in economy class. Any exception requests will need to be submitted to Culture & Talent along with supporting documentation such as a doctor's note.

#### **(b) Travel Document**

To help you with your travel plans and any required travel documents please visit the [Global Procurement – Internal Global Events Travel Hub](#). (Must be Connected to VPN to access page)

### **3. Health & Safety**

#### **(a) Safety**

Qlik is committed to providing a safe and healthy environment for all President's Club participants. Qlik will follow the requirements and recommendations of the local health authorities, and any requirements of the Ritz-Carlton, Abama. All Event attendees are expected to adhere to and abide by such precautions.

President's Club attendees and guests should self-monitor for signs and symptoms of COVID-19 and are asked to contact the Global Events Team, [PresidentsClub@qlik.com](mailto:PresidentsClub@qlik.com), if they experience symptoms of COVID-19 during the Event, and their C&T Business Partner should they experience any symptoms within 10 days after the Event.

For your safety, it is strongly recommended that you stay within the Ritz-Carlton, Abama. If you choose to go offsite, other than for Qlik Sponsored Activities, you do so at your own risk and expense. Exceptions will only be made for medical emergencies.

### **4. Miscellaneous**

- All attendees must be 18 years or older, no one under 18 is permitted to attend the President's Club Trip.
- We will be photographing portions of the event. The photographs could be used for inclusion in Qlik materials, including communications and brochures distributed internally and externally. Any personal information about you (including photos) processed in connection with the event will be processed in accordance with the Qlik Employee & Contractor Privacy Notice and Qlik Privacy & Cookie Notice.