



President's Club

Registration Terms & Conditions

The following terms, conditions and policies apply to your participation in 2025 Qlik President's Club (the "Event"). If you have any questions, please contact the Global Events Team, PresidentsClub@qlik.com. The event begins on Wednesday, April 22, 2026 at 6:00 PM and ends on Saturday, April 25, 2026 following the Celebration Dinner (approximately 10:00 PM ("Event Period"). Departure flights should be scheduled for Sunday, April 26, 2026.

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 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 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 Wednesday, April 22 to Sunday, April 26 at Andaz Peninsula Papagayo Resort. (See included in your stay for what is included with hotel accommodations).
- Group Function Food and Beverage, Welcome Dinner on Wednesday, April 22, and Cocktail Reception & Celebration Dinner on Saturday, April 25.
- A hotel food and beverage credit to cover all meals and drinks purchased at Andaz Peninsula Papagayo Resort, Costa Rica (All charges must be billed to your room). Please note: Credit should not be used while group meal functions are taking place and cannot be used to cover anything other than food and beverage.
- Group Activity: Marlin del Rey Catamaran Morning Snorkel Cruise.
- One Individual Activity per person.
- Employee Travel Insurance, covered under the company's insurance policy.

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

1. Expense Policy (continued)

(a) Expenses to be covered by Qlik (continued)

- Ground transportation Daniel Oduber Quirós International Airport (LIR) and Andaz Peninsula Papagayo Resort on Wednesday, April 22 and Sunday, April 26 only.

(b) Included in your stay:

- A Run of House room that includes a king bed or two queen beds (based on availability)
- Complimentary in-room mini bar includes non-alcoholic beverages and snacks (replenished daily)
- Wireless Internet throughout the property
- Complimentary Flip-Flops and Hats in Each Guestroom. One Per Person
- Nightly turn down service
- Scheduled individual transportation to Casa de Playa and within Peninsula Papagayo
- Non-motorized water sports equipment at the activity beach and Casa de Playa; stand up paddle, kayak, snorkeling gear
- Fitness center access and amenities (towels, water, attendant)
- Pool/ beach access and amenities (towels, insect repellent, water)
- Porterage & Housekeeping gratuities

(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 Daniel Oduber Quirós International Airport (LIR) and Andaz Peninsula Papagayo Resort, Costa Rica.
- Flight change fees unless for the purpose of business and/or during a valid emergency.
- Meals taking place during group functions.
- Food and Beverage purchased over room credit value and outside of Andaz Peninsula Papagayo Resort, Costa Rica.
- 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.

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

1. Expense Policy (continued)

(d) Non-Reimbursable Expenses:

- 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.
- Change/cancellation fees for individual activity changed after Tuesday, February 17, 2026.
- Fees or additional room charges associated with late check-out.

(e) Expense Reports:

Please submit your 2025 Qlik President's Club expenses on a separate Expense Report from regular business travel.

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 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

Qlik will cover expenses/processing fees related to your Visa, ESTA or UK ETA, but it is your responsibility to confirm if you need any of these for international travel.

As per Qlik policy, obtaining travel Visa, ESTA or UK ETA is the traveler's responsibility. While the Qlik Travel Team offers guidance (government links and visa office requirements), the traveler must schedule the visa office appointment and compile all necessary details themselves.

If a business visa is required, please follow the guidance from [Visit Costa Rica](#) or any countries you are connecting through. Keep in mind that the visa process may take eight weeks or more, so initiate the process as early as possible. Please navigate to [QlikCentral's International Travel Support & Insurance page](#) for more information.

To obtain visa letters and certificate of insurance in connection with a visa application, please request via the ServiceNow request form here -> [Travel Support Request - Service Portal](#)

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

2. Flights and Travel

(b) Travel Document

To receive certificate of insurance only in connection with a visa application, please request via the ServiceNow request form here -> [**Medical Travel Certificate Request - Service Portal**](#)

Be prepared to complete the forms with the following:

- Personal contact information
- Passport details
- Event details including dates of travel and event location

Any nationals of countries who are exempt from obtaining a UK visa and are connecting through the UK will need to apply and obtain authorization for The United Kingdom Electronic Travel Authorization ([**UK ETA**](#)) prior to travel. This includes U.S. Citizens – for a full list of countries please see [Check if you need a UK visa.](#)

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 Andaz Peninsula Papagayo Resort, Costa Rica. All event attendees are expected to adhere to and abide by such precautions. Health and safety measures will continuously be evaluated and updated as they change.

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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.