Engineers Without Borders Global Summit 2027
Participant Attendance Policy and Terms

Location: Kathmandu, Nepal
Dates: 19–22 May 2027
Delegation: EWB community leaders from 50+ countries, alongside external partners and invited delegates

Purpose
The Engineers Without Borders Global Summit will bring together leaders from across the global Engineers Without Borders (EWB) community, alongside external partners, sector leaders and invited guests.

The purpose of the gathering is to strengthen collaboration across the EWB network, share learning, build relationships and collectively shape the future direction of the movement. This policy sets out the attendance arrangements, eligibility, costs, responsibilities and cancellation terms for all participants.

Different participant categories have different attendance arrangements and benefits. These are outlined below.
This policy covers:

1. Participant Categories
    i. Member EWB Representatives
    ii. External Delegates
    iii. Speakers, facilitators, hosts and special guests
2. Attendance arrangements for Member EWB Representatives
3. Attendance arrangements for External Delegates
4. Speakers, Facilitators, Hosts and Special Guests
5. Visas and Travel Requirements
6. Accomodation
7. Travel Support and Bursaries
8. Registration Requirements
9. Cancellation and Substitution Policy
10. Travel Insurance
11. Participant Conduct
12. Event Changes and Cancellations

For questions regarding attendance, registration, visas or accommodation, please contact the EWB International team.

1. Participant Categories

Participants attending Kathmandu 2027 fall into one of the following categories:

Category 1: Member EWB Representatives

Representatives of EWB organisations that are members of the global EWB network. This category includes:

- Primary representatives; and
- Additional representatives.

Member EWB representatives are the core participants of the gathering and are central to achieving the objectives of the event.

Category 2: External Delegates

External delegates may include:

- Corporate and institutional partners;
- Government representatives;
- Engineering and infrastructure leaders;
- Academic institutions;
- Civil society organisations;
- Potential future partners; and
- Other invited stakeholders aligned with EWB International's mission.

External delegates attend to contribute expertise, build relationships and engage with the global EWB community.

Category 3: Speakers, Facilitators, Hosts and Special Guests

This category includes individuals invited to contribute to specific aspects of the programme, including:

- Keynote speakers;
- Session facilitators;
- Panel members;
- Event contributors;
- EWB International and EWB Nepal representatives; and
- Other invited guests.

Attendance arrangements for this group will be confirmed individually based on their role and contribution.

2. Attendance Arrangements for Member EWB Representatives

2.1. Primary representatives

Each Member EWB may nominate **one primary representative** to attend the gathering. For each Member EWB primary representative EWB International can cover:

- Four nights accommodation;
- Food provided as part of the official event programme; and
- Event participation costs.

These provisions are subject to available funding made possible through EWB International's fundraising efforts.

Primary representatives are responsible for their own:

- International and domestic travel costs;
- Visa costs;
- Travel insurance;
- Personal expenses; and
- Any additional accommodation or personal arrangements.

Primary representatives are expected to:

- Attend the full programme;
- Actively participate in discussions and workshops;
- Represent their Member EWB organisation;
- Share learning and experiences from their context; and
- Contribute to strengthening the global EWB network.

Primary representatives can guarantee their place through offering to cover all of their attendance costs otherwise covered by EWB International for a contribution of US $750.

2.2. Board representative option

EWB International Board directors will be attending the Summit. Member EWBs that have a representative serving on the EWB International Board may choose either:

- The relevant EWB International Board director to be their primary representative; or
- To nominate another representative from their organisation as their primary representative.

The choice should be made by the Member EWB and confirmed through the registration process.

2.3. Additional Member EWB representatives

Additional representatives from Member EWBs are highly encouraged and welcome. Subject to availability, additional representatives may attend for a contribution of **USD $750 per person.** This contribution includes:

- Four nights accommodation;
- Food provided as part of the official event programme; and
- Event participation costs.

Additional representatives are responsible for their own:

- Travel costs;
- Visa costs;
- Travel insurance;
- Personal expenses; and
- Additional accommodation nights.

Attendance places for additional representatives will only be confirmed once registration has been completed and payment received.

2.4. Allocation and transfer of funded Member EWB places

Funded attendance places are allocated to Member EWBs rather than to named individuals. To ensure fairness across the network:

- A Member EWB may nominate the individual who attends as their representative.
- If a nominated representative is unable to attend, the Member EWB may request to nominate an alternative representative.
- Funded attendance places cannot be transferred to another Member EWB or external organisation without prior approval from EWB International.
- EWB International reserves the right to reallocate unused funded places where sufficient notice is provided.

3. Attendance Arrangements for External Delegates

External delegates are welcome to participate in the Friday Showcase event as contributors, partners and stakeholders supporting the shared ambitions of the EWB movement.

3.1. Invitation and eligibility

External delegates may attend:

- By invitation from EWB International or EWB Nepal;
- Through partnership arrangements;
- As part of sponsorship or collaboration agreements; or
- Through the agreed registration process.

Attendance is subject to confirmation by EWB International. EWB International reserves the right to prioritise attendance where capacity is limited.

3.2. External delegate costs

External delegate attendance arrangements will be confirmed individually. Depending on the nature of participation, external delegates may:

- Attend through an agreed partnership arrangement; or
- Receive complimentary attendance;

Unless otherwise agreed in writing, external delegates are responsible for:

- Travel to and from Kathmandu;
- Visa costs;
- Travel insurance;
- Accommodation;
- Food outside the official programme; and
- Personal expenses.

4. Speakers, Facilitators, Hosts and Special Guests

Individuals invited to contribute to the programme will receive attendance arrangements appropriate to their role. These arrangements may include:

- Complimentary registration;
- Accommodation support;
- Travel support;
- Speaker fees; or
- Other agreed arrangements.

These will be confirmed individually by EWB International.

5. Visas and Travel Requirements

All participants are responsible for ensuring they have the appropriate documentation and permissions to travel to Nepal.

EWB International and EWB Nepal can provide invitation letters for visa purposes. Participants should request invitation letters as early as possible to allow sufficient time for visa processing. This can be done when registering, or via email.

All participants are responsible for:

- Checking visa requirements;
- Applying in sufficient time;
- Covering visa-related costs; and
- Ensuring they have appropriate travel documentation.

6. Travel Support and Bursaries

In previous years, travel bursaries have been made available to support representatives from Member EWBs with limited resources to attend global gatherings.

At the time of issuing this policy, no travel bursary funding is available for Kathmandu 2027. If additional funding becomes available, EWB International will communicate this opportunity to Member EWBs, including eligibility criteria and application arrangements.

Participants should not assume travel support will become available and should plan accordingly.

7. Registration Requirements

All participants must complete the official registration process. Registration information will include:

- Name and contact details;
- Organisation and role;
- Participant category;
- Dietary requirements;
- Accessibility requirements;
- Language and interpretation needs;
- Emergency contact details; and
- Accommodation requirements.

Attendance is only confirmed once registration has been completed and any required payments have been received.

8. Cancellation and Substitution Policy

8.1. Member EWB primary representatives

If a primary representative is unable to attend:

- The Member EWB should notify EWB International as soon as possible.
- The Member EWB may nominate a replacement representative, subject to confirmation.
- EWB International may reallocate the funded place or reinvest the funds elsewhere if the Member EWB cannot provide a replacement with sufficient notice.

8.2. Additional Member EWB representatives

For additional representatives:

- Cancellations received:
    - Up to 91 days before the event will normally be eligible for a 75% refund
    - 90 to 61 days before the event will normally be eligible for a 50% refund

    - 60 to 31 days before the event will normally be eligible for a 25% refund
    - Within 30 days prior to the event will not normally be eligible for a refund
- Substitutions from the same Member EWB may be considered subject to approval.

8.3. External delegates

Cancellation terms for external delegates will depend on their attendance arrangement. Where a registration fee applies:

- Refund and cancellation deadlines will be communicated at the point of registration.
- Substitutions may be permitted subject to approval by EWB International.

Where attendance is provided through a partnership arrangement, separate cancellation terms may apply.

9. Travel Insurance

All participants are strongly encouraged to obtain comprehensive travel insurance covering:

- Medical expenses;
- Emergency assistance;
- Travel disruption;
- Cancellation costs;
- Lost luggage; and
- Other relevant travel risks.

Participants remain responsible for ensuring they are appropriately insured for their individual circumstances.

10. Participant Conduct

All participants are expected to contribute to a respectful, inclusive and constructive environment. Participants agree to:

- Respect others and different perspectives;
- Engage constructively across cultures and contexts;
- Avoid behaviour that may cause harm, discrimination, harassment or exclusion; and
- Follow reasonable instructions relating to health, safety and event operations.

EWB International reserves the right to withdraw participation where serious breaches of expected conduct occur.

11. Event Changes and Cancellation

EWB International reserves the right to amend, postpone or cancel the event in exceptional circumstances, including:

- Significant safety or security concerns;
- Natural disasters;
- Public health emergencies;

- Government restrictions;
- Venue unavailability; or
- Circumstances outside EWB International's reasonable control.

EWB International will communicate any changes as soon as reasonably possible. Participants remain responsible for their own travel arrangements and costs. Participants are strongly encouraged to obtain appropriate travel insurance.

Commitment to Participation

Kathmandu 2027 is intended to be a collaborative gathering of the global EWB community.

All participants are encouraged to:

- Engage actively;
- Share knowledge and experience;
- Build relationships across sectors and countries;
- Support inclusive participation; and
- Contribute to strengthening the global EWB movement.

Together, participants will help shape the future of engineering that enables communities and the planet to thrive.