



World Carillon Congress - Mafra 2026

Participation, cancellation and reimbursement policy

EXPLANATORY NOTE

1. The carillon of the South Tower of the Basilica of the National Palace of Mafra is a world-renowned instrument, forming part of a more complex bell system that includes 119 bells distributed in two towers, including the hour bells, the swinging bells, and the two large concert carillons, commissioned by King João V in 1730, and currently warded by the National Palace of Mafra, a UNESCO World Heritage Site since 2019.
2. The holding of concerts and events featuring the National Palace of Mafra carillon contributes to promote this monument, to attract and consolidate audiences, turning Mafra into a centre for learning, dissemination and heightening of this instrument.
3. The application submitted in 2023 by the Municipality of Mafra and the former General Directorate of Cultural Heritage, through the National Palace of Mafra, to host the *World Carillon Congress – Mafra 2026*, was accepted by the World Carillon Committee. This application was deliberated at the General Assembly of the World Carillon Federation, held during the congress that took place from 24th to 31st August 2023, in Utrecht (The Netherlands).
4. On 19th September 2025, a Collaboration Protocol was signed between the Municipality of Mafra and Museu e Monumentos de Portugal E.P.E. (the entity that manages the National Palace of Mafra), in order to establish the conditions for collaboration between the parties in the context of the administrative and financial management of the program to be presented at the National Palace of Mafra relating to the *World Carillon Congress – Mafra 2026*, which was the subject of an addendum signed on 12th January 2026.
5. The organization of the *World Carillon Congress – Mafra 2026* will be structured over five days, including:



- a. Debates and presentations on the theme of the congress, held and moderated by musicologists, campanologists, and carillonners, based on the various specific themes;
 - b. Practical workshops open to all those registered in the Congress;
 - c. Presentation and technical training on the WCDB – *World Carillon Database*;
 - d. Regular and special open carillon concerts in the South Tower of the Basilica of the National Palace of Mafra and in the LVSITANVS Traveling Carillon;
 - e. Official meetings of the *World Carillon Federation*;
 - f. Specialized visits to the National Palace of Mafra, including the carillons and the six organs of the Basilica, and to the National Music Museum, installed in this same monument.
6. In accordance with the provisions of subparagraph h) of Clause Two of the aforementioned Collaboration Protocol, as amended by the addendum signed on 12th January 2026, the Municipality of Mafra is responsible for "Receiving and ensuring the management of registration fees for the Congress (...)".
7. The Municipality of Mafra has responsibilities in the areas of heritage and culture. Thus, in accordance with the provisions of subparagraph e) of paragraph 2 of Article 23 of Annex I to the Law No. 75/2013, of 12th September, on its current writing, the Municipality has the competence to "collaborate in supporting programs and projects of municipal interest" as well as "ensure, including the possibility of establishing partnerships (...) the classification, administration, maintenance, recovery and dissemination of the cultural heritage (...) of the Municipality", "support activities of cultural nature (...) of interest to the municipality" and "promote and support the development of activities and the holding of events related to economic activity and of municipal interest", as provided for in subparagraphs r), t), u) and ff) of paragraph 1 of Article 33 of the same legal instrument, constituting the World Carillon Congress, which will take place from 24th to 28th June 2026, an important event of collective



municipal interest, which justifies the approval of these Participation Policy.

World Carillon Congress – Mafra 2026 participation terms and conditions

Article 1.º

Registration

1. Participation in the *World Carillon Congress – Mafra 2026* is dependent upon prior registration and payment of the associated fee, as stipulated in the following article.
2. Pre-registration for the *World Carillon Congress – Mafra 2026* is done individually, through the submission of a specific form available on the Congress website. The designated municipal team will be responsible for receiving, processing and sending an email with the payment method.
3. The registration fee must be paid within 5 (five) days upon receiving the payment information.

Article 2.º

Registration Fee

1. Registrations made up to and including 31st March 2026, are subject to a payment of €400.00 (four hundred euros).
2. Registrations made after 31st March 2026, are subject to a payment of €450.00 (four hundred and fifty euros).
3. Registrations made by young people up to and including 25 years of age are subject to the following rules:
 - a) The first 30 registrations are subject to a payment of €250.00 (two hundred and fifty euros).
 - b) From the 31st to the 60th registration, the amount to be paid is €300.00 (three hundred euros).
 - c) From the 61st registration onwards, the amounts indicated in 1 or 2 apply, depending on the registration date.



Article 3.º

Cancellation Policy

Requests to cancel registration attendance to the Congress should be sent to the email address gestaoeventos@cm-mafra.pt, and must include all relevant information about the bank account to which the reimbursement should be made (bank entity, IBAN and the account holder's name).

Article 4.º

Cancellation deadlines and applicable penalties

1. No penalty will be applied to cancellation requests made up to 80 (eighty) days before the first day of the Congress, and a full reimbursement of the registration fee will be issued.
2. For cancellation requests made after the deadline mentioned in the previous paragraph, a penalty will be applied, as follows:
 - a) When the request is made between 79 (seventy-nine) and 30 (thirty) days (inclusive) before the first day of the congress, a penalty of 50% will be applied, with a 50% reimbursement of the registration fee.
 - b) When the request is made less than 30 (thirty) days before the first day of the congress, a penalty of 100% will be applied, with no reimbursement of any amount.

Article 5.º

Reimbursement

1. Reimbursements will be processed within 30 (thirty) days after the end of the Congress.
2. Reimbursements will only be credited to bank accounts held by the person or entity that made the original registration payment; therefore, reimbursements to third parties or on their behalf are excluded.
3. Any bank fees that may have been charged when paying the registration fee are not included in the reimbursement.
4. No reimbursements will be given in case of non-attendance at the Congress.



Article 6.º

Final Provisions

Any questions arising from the interpretation of these Participation Policy and regarding the subject matter herein will be clarified by the Executive Director of the Congress.