Conditions of Participation

Stand: 02.07.02

Registration
In general, the number of participants in our seminars and events is limited. We accept the written registrations in the order in which they are received. In case the seminar consists of several individual events, registrations for the entire seminar package will be given priority. We will send you the confirmation of registration and the invoice about two weeks prior to the start of the event. The registration fee includes the seminar folder, certificate of participation, lunch, dinner and refreshments. Please pay the invoice within 14 days, in any case prior to the start of the event.

You registered but cannot participate?
In this case please inform us immediately. If we receive your written cancellation before the registration deadline (stated in the invitation), we will cancel your reservation free of charge. If we receive your cancellation later than the registration deadline, we have to invoice the entire amount if you cannot name a substitute participant. However, we will balance the amount due if within one year one employee of your company is participating in one of our seminars.

We have to cancel the seminar
If the number of enrolled participants is insufficient, we reserve the right to cancel the event latest five weekdays before the scheduled start. In case of unforeseeable events, e.g. if a key lecturer is unable to come, the time span might even be shorter. In this case there are no costs for you. However, cancellation costs that might arise for you due to the cancellation of the seminar cannot be carried by us.

Data protection
We will store the information about your participation electronically. We ensure that only authorized persons have access to the data. We will not pass the data on to third parties.

Last but not least
We are scheduling and planning our seminars and events long time in advance. Please understand that in exceptional cases we have to change the dates, lecturers or program schedules.