

# TERMS AND CONDITIONS

## FOR EVENTS

### 1. REGISTRATION

The *iff* organises various specialist events (conferences, workshops, training courses, webinars and other events). Registration for these events must be submitted in writing prior to the start of the event. Registrations are collected and processed in the order in which they are received. Registrations must be confirmed by the *iff* and are binding.

The *iff* cannot cover any travel costs and/or travel expenses incurred in connection with the booking.

### 2. NUMBER OF PARTICIPANTS

The number of participants is limited for all events. Unless a minimum number of participants is explicitly stated, the minimum number is ten participants. The *iff* reserves the right to cancel the event if the minimum number of participants is not reached or if there are reasons beyond the institute's control. In such cases the participants will be informed immediately. Seminar fees already paid will be refunded; no further claims will be recognised.

### 3. CANCELLATIONS

Cancellations on the part of the participants must be submitted in writing. The following cancellation deadlines apply:

- a) Cancellation up to the registration deadline is free of charge. If the event does not have a registration deadline, cancellation up to four weeks before the event is free of charge.
- b) Cancellation up to two weeks before the event will be charged at 50% of the participation fee.
- c) Cancellation seven days or less before the event will be charged in full.

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## 4. INVOICES

An invoice will be issued after confirmation of participation, usually up to four weeks before the start of the event at the latest. The participation fee is due upon receipt of the invoice. Participation in the event is only possible when full payment has been received.

## 5. DATA PROTECTION

With your registration you agree that the *iff* may use the collected data for event organisation purposes. The data will also be used to compile a list of participants and forwarded to the respective speaker. It will not be passed on to any other individuals or institutions.

## 6. IMAGE AND SOUND RECORDINGS

At some of our events, pictures or sound recordings will be made which will be used exclusively for press and public relations purposes.

## 7. FURTHER INFORMATION

The *iff* reserves the right to make short-term changes (content, place or time), which will then be announced on the website. Those already registered will be informed of any changes by e-mail.

## 8. CONTACT

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