

# **Terms and Conditions of Participation in International Courses, Seminars, Training, Webinars and Workshops (Events) Organized by the European Academy of Diplomacy (EAD)**

## **1. Registration and confirmation**

All participants must register online, filling out an appropriate form provided on the European Academy of Diplomacy website. Registrations made by phone must be subsequently submitted by filling out an online form. Shortly after registering (no later than 5 weeks before the start of an event), each participant will receive confirmation with all necessary information regarding a booked course, seminar, training, webinar or workshop (event), and bank account details needed to proceed with payment of an event fee.

## **2. Cancellation**

### **2.1. Cancellation by the European Academy of Diplomacy**

- 2.1.1.** The European Academy of Diplomacy may cancel a course, seminar, training, webinar or workshop (event), if minimum attendance is not reached, or if an event must be cancelled due to trainer's/s' illness or technical reasons. Before exercising this right, the European Academy of Diplomacy will use all means in its disposal in order to reassign an event to a different date and a participant consents to such reassignment. Changes will be notified without undue delay.
- 2.1.2.** In the event of a course, seminar, training, webinar or workshop (event) being cancelled by the EAD, a refund of the event fee will be made, but no compensation will be paid for any additional costs incurred.

### **2.2. Cancellation by a participant**

- 2.2.1.** A participant may cancel his/her registration free of charge, if written cancellation is received at least 3 weeks (21 days and more) before the start of an event.
- 2.2.2.** If written cancellation is received between 3<sup>rd</sup> and 2<sup>nd</sup> week (20 – 14 days) before the start of an event, a flat rate of 50% of the event fee will be charged.
- 2.2.3.** If written cancellation is received less than 2 weeks (13 – 7 days) before the start of an event, a flat rate of 75% of the event fee will be charged.
- 2.2.4.** If written cancellation is received less than 1 week (0 – 6 days) before the start of an event, a flat rate of 100% of the event fee will be charged.
- 2.2.5.** If a participant drops out of a course, seminar, training, webinar or workshop (event), or fails to appear without prior cancellation, an agreed fee is due in full.
- 2.2.6.** A substitute participant is accepted. Substitution's details should be received by the EAD at least 48 hours before the start of an event.

### **3. Documentation and materials**

Course, seminar, training, webinar or workshop (event) documentation and materials, or parts thereof may not be copied, reprinted, translated, electronically processed and/ or passed on to third parties without written authorization of the European Academy of Diplomacy. Participants are obligated to observe the copyright protection of software used throughout an event.

### **4. Fees**

#### **4.1. General**

Unless specifically stated, a fee covers course, seminar, training, webinar or workshop (event) documentation, materials and the use of required hardware and/ or software products throughout an event.

#### **4.2. Discount**

The European Academy of Diplomacy offers a discount of ten (10) percent to alumni of other courses, seminars, training, webinars or workshops (events) organized by the EAD. This discount applies unless explicitly excluded in an event description and does not apply to separate courses, seminars, training, webinars or workshops (events) purchased outside of an entire program/s (viz. in case of a course, seminar, training, webinar or workshop (event) being a part of a program/s, however, being purchased separately, without participating in an entire program/s). The discount is taken into account by the European Academy of Diplomacy itself when an invoice is issued.

### **5. Terms of payment**

**5.1.** Fees are due no later than 3 weeks before the start of an event. Participants are required to make a transfer to the European Academy of Diplomacy bank account. Account details will be provided to participants no later than 5 weeks before the start of an event. In exceptional cases the European Academy of Diplomacy will accept payments in cash.

**5.2.** A place is guaranteed once payment has been received and/ or proof of payment has been emailed to an EAD coordinator.

### **6. Personal data**

Participants, who register online by filling out an appropriate online form, agree to processing of their personal data for the purpose of recruitment for an event organized by the EAD.

### **7. Additional agreements**

Any other additional agreements must be in writing.