

# **General Terms and Conditions for Seminars and Events at Fraunhofer IESE**

These General Terms & Conditions shall apply exclusively; any General Terms & Conditions of the participants or of a third party shall not be recognized. This also applies if there is no express objection to these General Terms & Conditions.

## **1 Registration**

The registration of a participant for an event of Fraunhofer IESE, hereinafter referred to as the organizer, can be made either by mail, fax, or email. The organizer will confirm the registration by written confirmation. The contract is concluded when this confirmation is received.

The number of participants per event is limited. If more registrations are received than places are available, the registrations will usually be considered in the order in which they are received. Those who do not get a place will be notified. If the number of participants is too low, the organizer reserves the right to cancel the event up to seven (7) days before the start of the event.

## **2 Fee**

The participation fee refers to one person per event. For the amount of the participation fees, please refer to the event descriptions in the form of event flyers or course programs and/or the website on the Internet. Not included are costs for travel and accommodation.

## **3 Payment**

The participation fees are due for payment without any deductions after invoicing. In individual cases, there may be a deviation from these regulations and prepayment may be demanded; partial payment agreements are also possible. If the invoice is not paid in full or in part, the organizer is entitled to exclude the participant from participation in the event.

There is no entitlement to a refund of participation fees already paid – e.g., in the event of premature withdrawal from the event by the participant – unless the participant who has already registered provides a substitute who wishes to take part in the course in their place, fulfills the requirements for participation in the course, and pays the (possibly still unpaid) participation fee.

## **4 Withdrawal**

Withdrawal from the contract by the registered participant is only possible in writing and by registered mail. If the declaration of withdrawal is received by the organizer up to 14 weekdays prior to the start of the event, a processing fee in the amount of 50% of the invoice amount will be charged. The remainder of the invoice amount will be refunded. If the declaration of withdrawal is received less than 14 weekdays prior to the event, the full amount of the invoice will be charged as a processing fee. Substitution of the registered participant is possible without additional costs being incurred. The failure to attend one or several teaching units does not entitle the participant to a reduction of the invoice amount.

#### **4 Cancellation by the Organizer**

The organizer has the right to cancel the event, change the venue, or change the date, in particular due to a minimum number of participants not being reached (usually less than four participants), the unavailability of a lecturer, force majeure, or other reasons for which the organizer is not responsible. Any fees already paid will only be refunded in case of cancellation of the event. In the event of a change of venue or date, the participant may withdraw from the contract without incurring any costs. Any compensation and consequential costs of the participants resulting from the cancellation of the event or from the change of venue or date of the event are precluded.

#### **5 Copyright**

The course content and all documents provided to the seminar participants are the intellectual and sole property of the organizer. Image and sound recordings are not permitted during the seminars and are prohibited. It is prohibited to duplicate the documents provided or to make them accessible to third parties without the permission of the organizer.

#### **6 Data Protection**

The organizer processes and stores the personal data collected in connection with participation in an event, in compliance with the applicable data protection regulations.

The data will neither be published nor passed on to third parties without authorization. Any use of personal data is only for the stated purpose and to the extent necessary to achieve this purpose.

Participation in the events requires registration and further processing of personal data, among other things in order to reserve a place and to manage the participation as well as the subsequent examination, if any.

The participants have a right to information regarding the personal data stored about them as well as a right to correction of incorrect data, to blocking, and to deletion. In addition, participants have the right to revoke their consent for future use.

In the case of email contact with a participant, we draw attention to the fact that the content of unencrypted emails can be viewed by third parties.