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# TRAINING CONDITIONS

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## Registration

Training registrations must generally be made in writing or via our website and are considered binding. Participation is only guaranteed after we have confirmed the registration.

## Service

We train in up-to-date software and hardware in modern and air-conditioned rooms. The training price includes catering in the form of drinks during breaks and lunch. The participants will receive a certificate of participation at the end of the training.

## Cancellation

You can cancel your training registration free of charge up to 28 days before the course. Up to 7 days before, we will charge you 50% of the training costs and for less than 7 days 90% of the training costs. Cancellations can only be made in writing. Alternatively, you can of course provide a substitute participant. If the minimum number of participants is not reached, or the trainer falls ill at short notice, we reserve the right to postpone the training. The participants will be informed as soon as possible.

## Hotel

We will gladly provide you with hotel recommendations. However, the costs as well as the booking have to be paid by the participant.

## Prices and terms of payment

All mentioned prices are net prices plus legal VAT and are due within 14 days without discount.

## Copyrights

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- Seminar accompanying workbooks, documents or materials etc. may not be reproduced photomechanically or electronically at any time or under any circumstances;
- They are only intended for the use of the course participants and may not be passed on to third parties.