



# Important Legal Notice

## I. Extract from the general terms and conditions

### A. Participation in events

#### *Registration*

1. The number of places available for participants is limited. Registrations will be accepted on a first-come-first-served basis.
2. The registration is legally binding and can only be cancelled according to the conditions described below (§§ 12-15).
3. Registrations can be made until the day of the event or until the maximum number of participants has been reached. This shall not affect the cancellation conditions (see below §§ 11 ff.).
4. A list of participants including each participant's address will be made available to all participants unless the Academy receives written objection from the participant no later than one week prior to the beginning of the event.
5. The participant's address and other relevant information will be stored in the Academy's database in order to provide information about future ERA events, publications and/or other developments in the participant's area of interest unless the participant indicates that he or she does not wish the Academy to do so.
6. A certificate of attendance can be issued on request.

#### *Payment and Discounts*

7. The participant may pay either immediately by credit card or within 15 days of registration by means of a bank transfer or cheque. In all cases, the Academy will send the participant an invoice. Participation will not be possible without prior payment.
8. Travel costs up to €400 (including taxi costs) and accommodation for two nights (15-17 April) up to €95 per night will be reimbursed by ERA upon receipt of the original receipts, tickets, boarding passes, invoices after the seminar. Participants are asked to book their own travel and accommodation.
9. Unless otherwise specified on the registration form, the registration fee includes lunch, beverages consumed during the event, the conference documents and attendance at an evening function (if applicable).
10. The Academy will charge a handling fee of €20 for the return of incorrectly transferred registration fees.

#### *Cancellation*

11. The Academy reserves the right to cancel the event up to two weeks before the planned start. In this case, registration fees received will be fully reimbursed. The Academy will be not liable for any further damage caused by the cancellation.
12. The mention of a speaker's name does not commit the Academy. In case an advertised speaker does not appear, the Academy will do what it can to find a replacement of the same calibre.
13. The participant may cancel his/her registration without charge within two weeks of signing the registration form and accepting these terms and conditions, provided that (a) s/he informs the Academy in writing and (b) the event has not yet taken place.
14. After the deadline stated in paragraph 14, if notice of cancellation is received by the Academy at least one month before the event, a handling fee of EUR 40 will be charged. For cancellations received between one month and two weeks before the event, 50% of the registration fee will be charged. For cancellations received less than two weeks before the event, 90% of the registration fee will be charged. The participant may alternatively arrange for someone to attend the event in his/her place.

#### *Accommodation*

Hotel recommendations:

- Arcadia Hotel Trier, next to ERA, [www.vi-hotels.com/en/arcadia-trier/the-hotel/](http://www.vi-hotels.com/en/arcadia-trier/the-hotel/)

- Deutscher Hof, 15 min. walk, [www.hotel-deutscher-hof.de](http://www.hotel-deutscher-hof.de)

- Alte Villa, 20 min. walk, [www.homepage.hotel-alte-villa.de/en](http://www.homepage.hotel-alte-villa.de/en)

- Cityhotel Primavera, 25 min. walk, [www.cityhotel-primavera.de](http://www.cityhotel-primavera.de)

- Mercure Hotel Trier, 40 min. walk, [www.mercure.com](http://www.mercure.com)

The participant must contact the hotel directly if s/he wishes to make a definitive reservation. The Academy assumes no responsibility for the reservation of accommodation.

(...)

### C. Other legal provisions

20. Should individual provisions of these general terms and conditions be invalid, this shall have no effect on the validity of the remaining provisions
21. The Academy cannot assume liability for incorrect information or other errors resulting from technical problems or other reasons beyond its control.
22. The contractual relationship between the parties shall be interpreted, construed and governed by the laws of Germany.
23. As far as legally possible, both parties hereby submit to the jurisdiction of the Courts of Trier.

## III. Data protection

1. The Academy only collects and stores the data necessary for the purposes indicated when the data subject submits the relevant data to the Academy, notably:
  - a. Payment of purchases or participation fees;
  - b. Inclusion in the list of participants at the Academy's events;
  - c. Distribution of information about future initiatives of the Academy;
  - d. Distribution of publications.
2. Data collected for these purposes will be controlled by the Academy but may be processed by a third party contractually engaged by the Academy.
3. The data subject has the right to know if his/her data is being processed and to require the Academy to change, rectify, erase or block his/her data.
4. The Academy will not transfer personal data to third-party data controllers unless the data subject permits it to do so. In this case, the Academy undertakes to inform the third party of any changes requested by the data subject.
5. All correspondence concerning personal data should be addressed to the Academy's Data Protection Officer (Datenschutzbeauftragte/r) at the address above.

The full version of our general terms and conditions can be found on our website: [www.era.int/legalnotice](http://www.era.int/legalnotice).