

Terms and conditions of event participation

I. Registration / participation

Participants can register by internet, letter, or fax. For seminars with a limited number of participants, registrations shall be accepted on a first come, first served basis. A waiting list will be established once an event is fully booked, and you may be offered a chance to attend if cancellations are received from registered participants. Participation is not guaranteed. The registration becomes binding upon confirmation by ZEW through letter or e-mail.

II. Services

1. The listed seminar fee per person and date does not include applicable VAT. The fee includes refreshments during the event and breaks, as well as lunch on full-day seminars. Instructional materials are included in the seminar fee. These materials may also be purchased separately regardless of participation in the event. For instructional material prices, please contact ZEW.
2. As events are planned long in advance, changes in the programme may become necessary for organizational reasons, e.g. if too few registrations are received, if problems arise with the venue, or if a participating speaker falls ill. ZEW reserves the right to replace announced speakers and make necessary changes to dates, start times, and venues, provided the overall character of the event is preserved. Participants shall be notified immediately of any changes. As a result of changes to the event, you are entitled to cancel your further participation immediately in writing. In such case, ZEW shall refund seminar fees already paid to a designated account.
3. ZEW is entitled to cancel an event with good cause, including the illness of a speaker or an insufficient number of participants. In such case, ZEW shall notify the participants immediately and refund seminar fees already paid to an account designated by the participant.
4. ZEW makes no guarantee that an event will be held. If an event is cancelled by ZEW, the attendee shall have no right to compensation for travel and accommodation expenses or an inability to work, unless such losses occurred as a result of grossly negligent or deliberate behaviour on the part of ZEW. The foregoing shall also apply to necessary changes made on short notice to event dates and times. If an event is cancelled due to an insufficient number of participants, ZEW will provide notice of cancellation at least two weeks in advance. In the event of disruptions to performance, ZEW undertakes to use all reasonable efforts to help remedy or mitigate the disruption.

III. Cancellation policy

Cancellation of seminar participation is only valid if made by letter or e-mail. A 50.00 euro processing fee plus VAT will be charged for cancellations received up to 14 days before the start of an event. If notification of cancellation is not provided at least 14 days prior to the event, participation fees shall be due in full. A substitute attendee can be provided at no additional cost. The participant is entitled to produce proof that ZEW has incurred no damages, or damages substantially lower than the cancellation fee retained by ZEW, as a result of the cancellation.

Rebookings shall be treated in the same manner as cancellations.

IV. Prices / payment

1. When more than one employee from a single company or institution attends the same seminar, ZEW shall grant a 10% discount on the regular seminar fee to the second and each additional employee. If a participant registers for more than one seminar at the same time, a 10% discount shall be granted on the fee for the second and each additional seminar. These discounts are not valid for half-day events.
2. Members of the Leibniz Association (WGL), universities, technical colleges, non-university public research institutes, as well as federal and state ministries and authorities shall receive a 30% discount on the regular seminar fee. A 30% discount shall also be granted to charitable organisations approved by the responsible tax authority pursuant to Art. 52 of the German Tax Code (Abgabenordnung, AO).
3. Discount system for seminars in Zurich: For seminar reservations made no later than 6 weeks before the start of the seminar, ZEW shall grant a discount of 15% on the regular seminar fee.
4. Individual discounts cannot be added together.
5. The listed seminar fees do not include applicable VAT.
6. The participation fee is due upon receipt of invoice.

V. Data protection notice

ZEW electronically stores data collected during registration and uses them solely for the realisation of the event. Participant data are treated confidentially.

VI. Right of cancellation for consumers

You have the right to cancel your registration in writing without having to state grounds within 14 days after receiving confirmation of registration. No cancellation fees will be charged in this case. To comply with the deadline, the cancellation must be sent in a timely manner to the following address: ZEW, L 7, 1, 68161 Mannheim, Germany.

This right of cancellation is void if the event took place and the participant was in attendance.

Last revised: August 2011