

## ***General terms and conditions for training seminars***

### **1 Registration**

Upon receipt of an expression of interest, IDC will notify the persons who have registered, confirming the availability of seminar places and asking them to re-confirm their intention to participate. Participants will then receive an invoice, on the understanding that their reservation is still preliminary. After having received the training fees, IDC will guarantee a place in the training seminar.

### **2 Cancellation of registrations**

Participants can cancel their registration free of charge within 14 days after having made the payment and up to 2 months prior to the workshop. In this case, the training fees will be fully reimbursed. In case of cancellations made up to two weeks prior to the workshop, participants will be refunded 50% of the training fees. For any later cancellations, workshop fees cannot be refunded. Registered participants may, however, nominate a person to replace them at any time.

### **3 Workshop cancellation**

IDC reserves the right to cancel the workshop at any time because of unforeseen events and in cases where the number of registered persons is too small for a workshop to take place. If a workshop is cancelled, the training fees will be fully reimbursed.

### **4 Location, trainers and workshop agenda**

IDC reserves the right to change the location and trainers for important reasons. In case the location or trainers are changed, adequate alternative solutions will be provided. Seminar fees will not be reduced in these cases. IDC also reserves the right to make slight alterations to the workshop agenda if there is an obvious need to optimize the course cycle.

### **5 Health insurance**

The training fee does not cover any medical insurance or expenses. Foreign participants are required to proof that they have a valid health insurance covering the country and period of the training seminar.

### **6 Visa**

The training fee does not include visa expenses. Participants who need a visa should apply for a visa early in advance.