

# Registration conditions

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## Registration

After your registration, you will receive an acknowledgment of receipt. With the receipt of this acknowledgment, we will confirm your registration. An official confirmation of registration with all important information such as training location or dial-in link for webinars, you will receive in time before the training date.

Please note that the number of participants per seminar is usually limited to three persons per company. If the numbers in the seminar description deviate, these apply. Should you need more places for further co-workers, we advise you with pleasure - please contact us.

## Cancellation of registrations

For fee-based seminars, net prices are indicated in each case. In addition, the statutory VAT (value-added tax) is due. You will receive the invoice after the event.

Cancellations must be made in writing. A free cancellation for classroom trainings is possible up to 14 calendar days, for webinars up to 7 calendar days before the date. In case of later cancellation, the entire participation fee is due.

## Cancellation by the organizer

We reserve the right to cancel a seminar for organisational or technical reasons and will inform you as soon as possible.

## Handling of participant data

For training courses conducted by one of our suppliers, we forward the names of the participants and their business and e-mail addresses to the supplier. Further data is excluded from this and will not be communicated to third parties.

With your registration you agree with the transmission of your data.

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