

## Terms and Conditions

### 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, e-mail or fax.

### II. Services

1. In the case of on-site events, the listed seminar fee per person and date includes refreshments during the event and breaks, as well as lunch on full-day seminars. Instructional materials are included in the seminar fee. Participants bear all costs for travel and accommodations. No other costs will be billed to participants.
2. In the case of e-learning seminars, the listed fee per person and date includes instructional materials and, if applicable, materials for follow-up work.
3. 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.
4. 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.
5. 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 in written form. Cancellation received up to 14 days before the start of an event is exempt from charges. After this point, fees shall be due in full. In the case of e-learning seminars, a cancellation received up to 3 days before the start of the seminar is exempt from charges. After this point, fees shall be due in full. Your place can be given to another person acting as a substitute 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.

Note: Due to a change in § 309 Nr. 13 BGB, only written declarations (e.g. via e-mail) are accepted as valid.

### **IV. Prices/payment**

1. If two or more persons from the same organisation participate in the same course, the second participant (as well as any additional participants) will receive a 10% discount off the regular course fee. Persons who register for two or more courses at the same time will receive a 10% discount starting with the second course. Discounts do not apply to package deals (Konjunkturanalyse and Panelökonomie).
2. Members of the Leibniz Association, universities, colleges, non-university public research institutions, federal and state ministries, non-profit organisations (must be certified non-profit under article 52 of the German tax code (Abgabenordnung, AO)) are eligible to receive a 30% discount off the regular course fee.
3. Individual discounts cannot be added together.
4. The discounts listed under Points 1 and 2 do not apply to e-learning seminars.
5. The listed seminar fees do not include applicable VAT.
6. The participation fee is due upon receipt of invoice.

### **V. Data protection notice**

Any electronic data you provide for registration will be deleted immediately after you complete your course, unless you expressly agree to receive information about future ZEW events. When you register for further training courses at ZEW, your data is processed with your consent

according to Art. 6 Abs. 1 S. 1 lit. b DSGVO. The personal data you provide on your registration form is deleted automatically after you have completed your course.

For more information, see the privacy notice on the ZEW website.

## **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.

To comply with the deadline, the cancellation must be sent in a timely manner either via e-mail ([weiterbildung@zew.de](mailto:weiterbildung@zew.de)) or via post to: ZEW, L 7, 1, D-68161 Mannheim. You can use the cancellation form below, though this is not a requirement.

To comply with the cancellation policy, it is sufficient to inform us that you intend to cancel your registration before the cancellation deadline.

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

## **VII. Duty to provide information according to Art. 14 ODR-VO and the law for dispute settlement for consumer disputes (VSBG)**

You have the right to cancel your registration in writing without having to state grounds within 14 days after receiving confirmation of registration.

To comply with the deadline, the cancellation must be sent in a timely manner either via e-mail ([weiterbildung@zew.de](mailto:weiterbildung@zew.de)) or via post to: ZEW, L 7, 1, D-68161 Mannheim. You can use the cancellation form below, though this is not a requirement.

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