**General Terms & Conditions (T&C)**

**Registration**

Your registration - also online - on the completed form, by e-mail or fax makes a binding offer to conclude a service contract with Dr. Klöppel & Kollegen. The service contract is concluded with the respective access. All registrations will be in the order of receipt.

If the maximum delegate capacity is reached, the course organizers reserve the right to refuse additional registrations.

**Methods of payment**

All fees include 19% VAT according to German tax law. Payments should be made in advance and in EURO only, using a credit card or by bank transfer. The account information will be sent by email directly after registration. You will get an invoice immediately after having booked the course. The fee is due directly after the receipt of the invoice. All bank fees and money transfer costs must be paid by the participant. Any negative balance will be demanded in addition prior to the start of the course. Indicate the registration number and/or invoice number and the delegate’s full name as a reference on all bank transfers.

**Cancellation policy**

Notice of cancellation must be made in writing by email or fax to the course office Dr. Klöppel & Kollegen. The notification must include all relevant information regarding the bank account to which a possible refund may be returned (incl. IBAN and BIC).

The cancellation will not be effective until a written acknowledgement from the registration department is received. Registration fees may be refunded as follows:

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<th>Written cancellation received:</th>
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<td>– up to four weeks prior to the course:</td>
<td>full refund</td>
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<tr>
<td>– up to seven days prior to the course:</td>
<td>50 % refund</td>
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<tr>
<td>– later cancellation of the course:</td>
<td>no refund</td>
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The date of the email receipt date or fax ID will be the basis for considering refunds. Refunds will be returned after the course.

In the case of over-payment or double payment, refund requests is due to a written statement by email sent to the Dr. Klöppel & Kollegen registration department.
No refunds will be granted for unattended events or early termination of attendance, in case of cancellation of speakers, lack of space in the dissection room or any other incidents during the course which are beyond the control of the course organizers. By registering, participants agree that neither the organizing committee nor the course office assume any liability whatsoever. Participants are requested to make their own arrangements for health and travel insurance. The course fee does not include any type of this.

Cancellation of the course

We are entitled to cancel the course in important cases, even at short notice, especially if the minimum number of participants is not achieved or if other conditions essential to the general arrangement of the course change. Already paid registration fees will be returned in these cases. Further claims, in particular claims for damages, are excluded. Please note this also for your travel or hotel bookings.

Modification of the program

The course organizers reserve the right to modify the program. No refunds can be granted in case of cancellation of speakers, lack of space in the dissection room or any other incidents during the course which are beyond the control of the course organizers.

Certificate of attendance

Participation in a training/course event will be accompanied by its confirmation.

Visa requirements

It is the sole responsibility of the participant to take care of his/her visa requirements. Participants who require an entry visa must allow sufficient time for the application procedure. They should contact the nearest German embassy or consulate to determine the appropriate timing of their visa applications. Note: German embassies and consulates-general are independent decision-making agencies for visas, sometimes after specific checks have been made with other E.U. countries. You cannot appeal against the rejection of a visa application; neither can the Dr. Klöppel & Kollegen organizing office intervene on your behalf in any instances.
Travel-health insurance

As part of a Schengen visa application, individuals must have travel-health insurance for the duration of their stay in the E.U. This insurance may be placed at any approved insurer. A valid list of these companies should be obtained from the responsible embassy/consulate.

Individuals must have insurance for their entire stay in the E.U. zone and therefore are encouraged to ensure and pay for the correct number of days. The visa will only be given for the dates that are covered by the insurance policy, which need to relate to the travel dates.

Liability for course contents

Despite of our due scrutiny in choosing instructors, no liability is assumed for course contents and handouts. All handouts are protected by copyright of the individual authors. Thus, permission is given only for using them by the participants for their own education. Any copying or handing over to third persons is strictly forbidden.

Data protection and sharing of contact details

The protection of your data and the observance of your right of informational self-determination with regard to the collection, processing and use of your personal data are prone to the respective EU regulation and dependent national law, i.e. the German Bundesdatengrundgesetz (BDSG). The organizing office will collect and store all personal data only for the preparation and execution of the course. Only in order to facilitate border entry and visa applications, the course organizing office will share contact details of concerned participants with German immigration authorities on request.

Liability

The course organizers shall be held liable in the framework of a duty of care as a respectable businessman according to statutory provisions. The liability of the course organizers – for whatever legal reason – shall be limited to intent and gross negligence. The liability of commissioned service providers shall remain unaffected by this. The participant shall take part in the course at his/her own risk. Oral agreements have strictly to be confirmed by written statements of the course organizing office.

Photographs & video-streaming

The organizer is permitted to use and release pictures and video taken during the theoretic and practical part of the course for specific scientific reports. Any use as marketing material is allowed. By registering to this course participants agree photographs or sound or video recordings taken during the theoretic and practical part of the course that could include recognizable images or voices of those in attendance may be posted on the organizers website.