

GENERAL TERMS AND CONDITIONS

The requirements for participating which are stated under each of the individual courses are binding and must always be fulfilled.

“Intensive Seminars” and “Intensifying Course” (Expert Course) / Recognizing of other Courses

The course topics are generally based on each other; therefore, in general, it is NOT possible to attend an Intensifying Seminar (or “Expert Course”) if the necessary Basic Course carried out by the SAME ORGANIZER has not been attended beforehand.

In general, that is clarified by consecutive numbering, that is, Intensive Seminar I is the prerequisite for Intensive Seminar II, that in turn is the prerequisite for Intensive Seminar III, which is the prerequisite for Intensive Seminar IV...

This applies especially in the case of certifications or when requesting courses carried out by other organizers to be recognized: in general, they CANNOT be recognized, as the various organizers’ course topics partly differ considerably from one another. In case of doubt, please enquire IN WRITING BEFORE booking and, if possible, enclose the documents / certificates in question.

Registration

You can register in writing for all courses announced, immediately upon receiving the course programme or after it has been made public online. Your registration becomes effective upon receiving our registration confirmation / invoice. In general, it is sent out automatically by email. For this, payment of the course fee is prerequisite. Should a course be full, you will be put on a waiting list, provided we have such a list. Otherwise, the online registration form for this course will no longer be available and booking the course will not be possible any more. As long as the booking procedure is possible via the online registration form there are still places available.

Please note: Registrations are only valid for the specified date, not for courses with the same title taking place at a later stage!

You will automatically be notified about your booking via the online booking form. If you receive NO NOTIFICATION, the booking was not successful and was thus not carried out; therefore, it will have to be repeated!

Please also note: Registrations will only be processed if we receive the complete registration via the online registration form – in exceptional cases also via email or in writing (at this stage your place will only be reserved temporarily) **and** if the payment has been made in full in accordance with our terms of payment. Only when we have received your full payment, will your registration be complete and your place in the course secure. Please pay as soon as possible; that helps us to organize the courses appropriately and to perhaps pass on places that have become available to someone else. **We reserve the right to give places which have not been fully paid up to 14 days before the event is due to begin to participants on the waiting list.** We thank you for your understanding!

Due date of payment

The course fee is due for payment **immediately** – and cashless (that is by transfer).

Paying in cash at the course venue is, in general, NOT possible. Please use the account details provided in the confirmation. The statutory VAT of currently 19% is included in the course fee. If the current tax rate is raised, the participants will be charged in accordance with § 29 UStG (German VAT law).

A share for the rental charge for the hall is included in the price for the conference. Food, beverages and overnight expenses are in general to be paid by the participants themselves. Different types of arrangements (e.g. lump sums) are possible and will, in this case, be set out in the conference programme.

Rescission / Cancellation

If you are not able to attend one of our events or should you change your mind, you generally have a 14-day right of rescission. You must **inform** us about your rescission **in writing and in due time**. The date when your notification is sent off is decisive. You do not have to give any reasons for rescinding.

In the case of seminars and workshops, the right of cancellation is limited within the framework of the legal possibilities, as they constitute services which are provided within a precisely specified time period.

We / or the organizers of the seminar book speakers/trainers and requirements in venues/seminar hotels (such as seminar rooms and other rooms). Thus, we still have expenses if a place in the seminar is not occupied due to a cancellation.

You therefore have a **simple right of cancellation** only **up to 14 days** after we receive the seminar booking / seminar registration. After that, graduated **cancellation fees** will be charged; the closer the cancellation is to the start of the seminar, the higher they are.

Up to 6 weeks before the seminar starts: cancellation costs of 25% of your participation fee.

Up to 4 weeks before the seminar starts: cancellation costs of 50% of your participation fee.

Up to 2 weeks before the seminar starts: cancellation costs of 75% of your participation fee.

If you cancel shortly before the seminar is due to begin (less than 2 weeks/ 14 days) the entire seminar fee will be retained.

Should it happen that you are unable to attend, it is generally possible, however, that you organize a **substitute participant** (and thus may be able to avoid cancellation costs - see above). Please keep in mind that with some seminars certain requirements must be fulfilled by the participants, which then also applies to your substitute participant.

Such a **change in your booking**, however, causes us certain **expenses**, for which we have to charge you an administrative fee (at the most 10%, but **at least 15 euros**).

Please always let us know in good time by email, phone or letter should you one time not be able to attend. As emails often get caught in spam filters, please always request a return receipt for your email. If you do not receive one, then please give us a call or send us a fax. Only when your rescission has been confirmed can you be sure that we have indeed received your rescission!

If you cancel, someone else interested may be able to have your place, which is why you would also do a service to others by letting us know as soon as possible.

Final Provision / Severability Clause

If any provision of the contract including these General Terms and Conditions is or becomes invalid, in whole or in part, the validity of the remaining provisions shall not be affected thereby. The invalid regulation, in whole or in part, shall be replaced by a regulation which comes as close as possible to the economic purpose of the invalid regulation.

Thank you very much for booking a seminar with us.

We hope that you enjoy the seminar and we always welcome any suggestions for improvement!

For the Hormone Network

DDr. Thomas Beck