

# Registration

## Sender (billing address)

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company

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participant's first and

surname

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address (street, number, p.o.box)

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address (postcode, town, country)

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phone

fax

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e-mail

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seminar title

seminar number

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seminar date

attendance fee (in Euro, without VAT)

## Accommodations

Gladly we book a single room for you in the e.u.[z.] guesthouse for

\_\_\_ nights including breakfast

46,00 € incl. VAT/night

arrival at \_\_\_\_\_, \_\_\_\_:\_\_\_\_ o'clock

departure at \_\_\_\_\_, \_\_\_\_:\_\_\_\_ o'clock

\_\_\_ supper at \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

10,00 € incl. VAT/meal

- I've read the terms and conditions (see back page) and accept them explicitly.
- I've read the privacy policy (see back page) and accept them explicitly.
- The e.u.[z.] may inform me about future events by e-mail.  
This consent can be revoked at any time by written notification (by fax, e-mail or post, addresses see footer) to the e.u.[z.] for the future.

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Date

Signature

# Terms and conditions

**Registrations** must be made in writing. They are binding and are considered in order of entry at e.u.[z.]. The number of participants is limited. Upon your registration you shall receive confirmation of your registration, a map with directions, and the invoice.

**Cancellations** must be made in writing. Decisive is the timely dispatch (date of the postmark). Please note that cancellation fees apply\*), unless a substitute participant is provided after consultation with the organizer. If a registered participant does not appear for the event, the full attendance fee will be charged. For changes participation on a later seminar date a fee of 25 Euro will be charged.

**Cancellation of events:** e.u.[z.] reserves the right to cancel events because of an insufficient number of participants or other reasons. Registered participants will receive notice. In this case, e.u.[z.] is only bound to refund any attendance fees already paid. In exceptional cases, the organizers reserve the right to change lecturers and/or make changes to the program. In any case, liability is exclusively limited to the attendance fee.

**Services:** The attendance fee, unless otherwise noted, includes all seminar documents, refreshments, and meals during the seminar (excluding supper meal, see accommodations).

Should an **early-bird special** apply to the seminar, this is only granted if registration and payment arrive at e.u.[z.] at least 6 weeks before the beginning of the event (this is determined by the entry of payment).

It is possible **to repeat a seminar free of charge** within a year from the first participation, should there be free space on the desired date. There is no right to a specific date.

\*) up to 15 days before the beginning of the seminar: 20 % of the attendance fee; 14 to 7 days before the beginning of the seminar: 50 % of the attendance fee; 6 days or less before the beginning of the seminar: 80 % of the attendance fee

*Changes are reserved!*

## Privacy policy

The personal data that you provide to us in the context of the application is required for the processing of your registration and participation. If required to perform the contract, your personal information will be passed on to public entities to comply with regulatory requirements (e.g. tax authorities), to internal bodies to execute individual business processes (e.g. accounting, marketing), and to external partners (e.g. mail-order firm). A transfer of your personal data to third parties for purposes other than those mentioned does not occur.

Your consent to receive event information by e-mail may be revoked at any time by written notice (by fax, e-mail or post, addresses see footer) to e.u.[z.] for the future. In this case, your personal data will be deleted immediately, unless legal reasons prevent this.

You can always inform yourself about the data stored about your person. Further information on data protection and the handling of personal data can be found in the privacy policy on our website ([www.e-u-z.de](http://www.e-u-z.de)).

*Changes are reserved!*

Your registration can only be accepted and processed if you agree to the terms and conditions and the privacy policy.