

General Event Information

Registration:

Please register [online](#), by e-mail at ausbildung@pmcc-consulting.com, or by fax at +43 316 22 50 33 33. We will send you confirmation as quickly as possible following your registration. You will receive a seminar update with the most important information about the event as a reminder roughly one week before the start of the event.

Event organisation:

Events are generally held from 9:00 to 17:30 (8 instruction units); deviating event times will be noted in the registration confirmation or seminar invitation.

Our events are held at renowned seminar hotels. We will gladly assist you with room reservations, but ask that you pay the hotel directly for your accommodation.

Our online events are held via WebEx Training; for this purpose, we need the e-mail address you would like to use to participate. Shortly before the start of the seminar, you will receive detailed instructions from us on how to enter the training session along with an invitation link from messenger@webex.com, with which you can then directly enter our virtual seminar room.

As our events are planned far in advance, event dates, locations, or speakers may change in exceptional cases. We reserve the right to cancel events until two weeks before the start and will inform you promptly of alternate dates. You will be refunded all paid seminar fees without deductions immediately; any and all other claims are expressly precluded. We ask for your understanding and will inform you of any changes as soon as possible.

Participant information:

The number of participants for each of our seminars is limited for reasons of instruction quality. Registrations will be processed in the order in which they are received. Every participant will receive confirmation after successful participation (at least 75% attendance at the respective event).

Participation fees:

The participation fee includes the costs for the event, all course and exercise materials, and in the case of physical events, beverages in the seminar room, snacks during the breaks, and lunch. Lodging and parking fees are not included in the participation fee. All participation fees are per person, exclusive of the statutory VAT (Austria: 20%, Germany: 19%) and will be billed roughly four weeks before the start of the event. The amount listed on the invoice must be paid within 14 days without deductions and without fees. Subject to (price) changes. PMCC Consulting GmbH is the agent facilitating the services offered in the name of and for the account of the trainer conducting the course.

Cancellation terms:

It is often difficult to find replacement participants in the event of cancellations. For this reason, only cancellations that are received in writing at least 28 days before the start of the event will be accepted at no charge. A cancellation fee of 50% of the participation fee shall apply to cancellations within three weeks before the start of the event. A cancellation fee of 100% of the participation fee shall apply for cancellations received one week before the start of the seminar or sooner. Cancellation fees shall not apply when a replacement participant is named.

Copyright:

The materials provided during the event are protected by copyright. No part of the materials may be processed, reproduced, copied, or used in any other way without the prior approval of PMCC Consulting GmbH or the authors.

Photos and videos: Photos/videos of the participants may be taken during events, e.g. for the purposes of analysis or post-course evaluation. Please note that these photos/videos may be used for marketing purposes (e.g. on our website or social media platforms). If you do not consent to having photos/videos taken of you, please inform your trainer.

Data protection:

We treat the data provided by you confidentially. By submitting your personal or business data such as your e-mail address, name, and address, you grant your consent that we use these data to provide you with individual services, to process contracts concluded with you, for billing purposes, for communication regarding orders, to send product information by regular mail and in digital form, and for (technical) administration purposes. Your personal data will not be passed on to third parties and can be viewed at any time, and also erased upon request. You can also revoke this consent at any time. You can find further information about data protection in our [data protection declaration](#). Please note the [Terms of Use/Data Protection Notice for the Moodle learning management system, WebEx, and Lamapoll](#)

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Your registration indicates your acceptance of the general terms and conditions. We look forward to working with you and will be happy to provide any additional information you require at any time! Subject to change. As of 05/2020.

