

# Terms and Conditions

The following terms and conditions apply to all companies and or persons or other entities (“you”) that are attending any workshop (“Workshop”) organized by Lincoln Centers of Albania (“we” or “us”).

## 1. Acceptance of terms and conditions

By completing the registration form for a particular workshop, you are agreeing to the terms and conditions set out below (“**Terms**”) and they will be incorporated into the contract between us (“**Contract**”). You will ensure that your employees, partners, agents, contractors, subcontractors and any other person attending the Workshop on your behalf shall comply with these Terms. The Contract is formed when we send you confirmation via email.

## 2. Payment

The fee for attending the Workshop (“**Registration Fee**”) will be as stated on the registration form for the relevant Workshop. Prices are exclusive of VAT except where expressly stated otherwise. All payments for the Registration Fee must be made in full at the time of completing the registration form and in any event prior to the date of the Workshop. If payment is not received within 7 days of your registration, your registration will be cancelled and the payment of any refund will be at our complete discretion. Payment will be made directly to our bank account, as notified to you. We reserve the right to run price promotions for limited periods of time.

### **3. Refunds**

All tickets for the Workshop shall be non-refundable except as described in the “cancellation” paragraph of the terms and conditions. If you are unable to attend the Workshop for any reason, you may email us at [info@lincoln.org.al](mailto:info@lincoln.org.al) to provide us with the name of a substitute to attend the Workshop on your behalf and on receipt of this email we shall make such substitution and allow the substitute access to the Workshop.

### **4. Cancellation**

There may be circumstances in which we need to cancel the Workshop. In such circumstances, we will provide you with a full refund of the amount of the Registration Fee that you have paid to us and we will make every effort to provide you with such refund within 60 days of the date of cancellation.

### **5. Liability and Disclaimer – important, you must read this**

Our sole liability in relation to any cancellation, postponement or change of venue shall be limited to the price paid by you for such Workshop and we shall not be liable under any circumstances for any consequential losses.

In providing this workshop, no person is acting as your solicitor or providing you with legal advice. We are providing you with training and training documents.

## **6. Your obligations**

If you act in any way which in our opinion is likely to cause any harm or nuisance to any person at the Workshop, you will be required to leave the Workshop and we shall not be liable to refund your Registration Fee or any other payment.

You must comply at all times with the health and safety policy of the venue. You must comply with all requests from us or the venue with regard to health and safety and failure to do so will result in you being asked to leave the workshop (in which case no refund will be provided). You may not bring any equipment or items of a hazardous or dangerous nature to the Workshop.

You shall not cause any damage to any part of the venue (including outside areas, and all inside walls, flooring, fixtures and fittings). You are solely liable for any damage caused by you, your employees, contractors, sub-contractors and agents to any such area of the venue and shall fully reimburse us in relation to any damage so caused.

You must keep your personal belongings with you at all times and we accept no liability for any damage to, loss of or theft of any of your belongings or other items brought to the Workshop by you.

## **7. Promotional materials and materials at the Workshop**

You agree that we may include your details in any promotional materials relating to the Workshop and/or any materials used at the Workshop. We are not liable for errors or omissions contained in such information.

Unless otherwise stated, the copyright for any such promotional materials and any materials used at the Workshop (including course notes, slides,

brochures, articles and case studies) belongs to us and may not be reproduced in any medium without our prior written consent.

You may use such materials for your own business purposes only and may not reproduce, publish or deal with such materials in any way for any commercial use.

#### **8. Photography and filming**

We may wish to photograph or film the Workshop and reserve the right to do so for the purposes of promoting future workshops or otherwise. You consent to us (or any other person attending the Workshop) photographing or filming you and any persons attending the Workshop with you. You may not photograph or video the Workshop without our prior consent.

#### **9. Data protection**

We will communicate with you using the contact details provided on the Registration Form for the purposes of the Workshop. You agree that we may send your personal data outside of the European Economic Area (for example to the providers of our CRM system). We shall be entitled to pass on all of your contact details to the workshop contractors.

#### **10. Tickets**

We shall not send you tickets for the workshop. We will have your name on the attendee list. If you have paid the Registration Fee you shall be provided with access to the Workshop.

## 11. **Certificates**

Certificates certify successful completion of the workshop. Certificates will be administered to any registered participants that attend 90% of the workshop and complete any training evaluations. We reserve the right not to give certificates to participants that attend less than 90% of the workshop.