

General Terms and Conditions of Business (GTC) for Seminars and Events of IIA Switzerland

These GTC shall regulate participation in seminars and events held by IIA Switzerland. They shall constitute an integral part of the respective contract concerning participation on a seminar or event. Any personal data relating to seminars or events are processed in accordance with the Privacy Policy of IIA Switzerland, as amended from time to time.

1 Registration

Registration for a seminar or event must be completed in writing via the website of IIA Switzerland. In order to register participants, we need to receive at least the following information:

- form of address, surname and first name
- date of birth
- language
- personal or business information:
 - address, town/city, country
 - email address
 - mobile telephone number
- payment information

Registrations are processed in the order in which they are received and are confirmed in writing electronically.

2 Prices and payment terms

The prices for individual seminars and events are indicated in the course programme. The costs of seminars and events must be paid within ten days of the date of the invoice. Upon expiry of this ten-day period, an initial payment reminder will be issued, for which there will be no charge.

3 Services

The services and content included within a seminar or event are indicated in the course programme.

4 Changes to the course programme

IIA Switzerland reserves the right to make changes to the course programme during the year, if necessary due to the circumstances or any recent developments.

If a seminar or event is cancelled or postponed or in the event of any other changes, the persons who have registered for the seminar or event in question will be informed in writing (electronically). If a particular person is no longer able to participate in any particular seminar or event, any seminar or event fees previously charged will either be credited or, upon request by the person concerned, reimbursed. There shall be no further entitlement to compensation.

5 Cancellation of participation

If a person who has registered is no longer able to participate in a seminar or event, the following terms of cancellation will apply:

- No costs will be incurred in the event of cancellation at least 30 working days before the start of the seminar or event.
- In the event of cancellation no earlier than 29 and no later than 14 working days before the start of the seminar or event, 25% of the seminar or event fee will be charged.
- In the event of cancellation no earlier than 13 and no later than 7 working days before the start of the seminar or event, 50% of the seminar or event fee will be charged.
- In the event of cancellation later than 7 working days before the start of the seminar or event, 100% of the seminar or event fee will be charged.

If a participant is unable to attend, he/she may designate a substitute. Details of the substitute must be provided in writing (electronically) to IIA Switzerland. If the substitute does not attend the event, the full seminar or event fee will be charged.

6 Liability

Seminars and events will be conducted in accordance with the description contained in the course programme. The persons who have registered for a seminar or event will be informed as early as possible if this is not possible. IIA Switzerland declines any further liability. In particular, IIA Switzerland declines all liability for losses arising for participants when travelling to or from seminars or events.

7 Amendment of the GTC

IIA Switzerland reserves the right to amend these GTC. The relevant applicable GTC will be published on the website of IIA Switzerland.

8 Applicable law and jurisdiction

Contracts relating to seminars and events shall be governed by Swiss law. Jurisdiction shall lie in Zurich, although IIA Switzerland reserves the right to launch legal action against the customer also at his/her place of domicile or before any other competent court.