



## **General terms and conditions for events of the EU Bureau of the BMBF**

The present general terms and conditions apply to all events of the EU Bureau of the BMBF (EUB) for which a participation fee is charged, i.e., the seminar series „*RP Start*“, „*RP Aktiv*“, „*Veranstaltungsreihe zu rechtlichen, administrativen und finanziellen Regelungen in Horizont Europa*“, „*RP Kompakt*“, and special events.

EUB events which are offered free of charge are subject to sections 1 (first paragraph), 5, 6, and 7 only.

Unless otherwise indicated, all events and seminars will be held in German. Some presentations from non-German speakers may be held in English.

### **§ 1 Registration**

Participants are required to register prior to the respective event. This registration is binding. Registration is possible until the closing date indicated or until the event is fully booked. The EUB reserves the right to cancel an event if the minimum number of participants is not reached. In this case, all registered participants will be informed immediately by e-mail.

Registrations are customarily processed in order of arrival. Since the number of participants is limited, early registration is recommended. Please note that transmitting your registration data does not automatically entitle you to participate. Once your registration has been approved, you will receive a personalized confirmation of registration from the EUB (to be dispatched after the minimum number of participants has been reached). Please do not make any travel arrangements prior to receiving this personalized confirmation.

Participation in the „*RP Kompakt*“ seminar is open only to „multipliers“ of information on the EU Framework Programme for Research and Innovation Horizon Europe. Participants in the seminar „*RP Aktiv*“ must possess basic knowledge of the Framework Programme, e.g., through having attended one of the basic seminars offered by the EUB, and must be preparing or be involved in a proposal for Horizon Europe.

The organisers reserve the right to refuse participants if they do not match the target group specified for the event.

The invoice for the participation fee will be dispatched separately by mail.

If you have any questions regarding registration, please contact the EU Bureau of the BMBF, DLR Project Management Agency, Heinrich-Konen-Str. 1, 53227 Bonn, Germany, phone: +49 (0)228 3821-2020, e-mail: [eub@dlr.de](mailto:eub@dlr.de).

## **§ 2 Participation fee**

The participation fee charged for an EUB event varies according to the costs incurred. The fee usually covers catering during breaks as well as seminar materials.

The participation fee for an event is indicated in the event announcement. The fee must be paid in full even if the participant can only attend parts of the event.

The participation fee for events of the seminar series „*Veranstaltungsreihe zu rechtlichen, administrativen und finanziellen Regelungen in Horizont Europa*“, „*RP Start*“ as well as „*RP Aktiv*“ covers seminar materials, beverages during breaks, and lunch. In the case of „*RP Kompakt*“, the participation fee covers beverages during breaks and seminar materials. The seminar materials will be handed out at the event.

Payment of the participation fee is due on receipt of the invoice.

## **§ 3 Cancellations / Modifications**

All cancellations must be made in writing indicating the participant's name and the event concerned and must be sent to: EU Bureau of the BMBF, DLR Project Management Agency, Heinrich-Konen-Str. 1, 53227 Bonn, Germany, e-mail: [eub@dlr.de](mailto:eub@dlr.de).

Cancellation received up to seven working days prior to the event will be refunded in full minus an administrative fee of € 30.00. Cancellations received after this date will only be refunded if a substitute participant is found. No refunds will be made in the case of a no-show without prior cancellation.

A substitute participant may be named at no additional cost provided that the name of the substitute participant is communicated to the EUB at least three working days prior to the event.

Cancellations of accommodation and / or travel bookings are the participant's responsibility and any costs that may arise from these must be borne by the participant.

## **§ 4 Terms of payment**

Payment of the participation fee must be effected by bank transfer. After successful registration, you will receive an invoice containing all relevant information. Payment on the spot is not possible.

## **§ 5 Privacy**

Subject to the participant's consent, their address data will be included in a list of participants to be distributed among the participants of the event. You have the right to revoke your consent at any time by sending a corresponding e-mail to [eub@dlr.de](mailto:eub@dlr.de).



At any time, you have the right to obtain information on the data stored about you, its origin and recipients and the purpose of the storage. Information on the data stored can be obtained from the central DLR data protection officer ([Datenschutz@dlr.de](mailto:Datenschutz@dlr.de)).

#### **§ 6 Other costs (travel, accommodation, etc.)**

Any travel, accommodation or other miscellaneous expenses are borne by the participant.

#### **§ 7 Disclaimer**

The organisers reserve the right to alter the agenda or change the timetable of an event for reasons beyond the organisers' control. Such changes do not constitute grounds for a refund of the participation fee.

The organisers reserve the right to cancel an event on short notice for important reasons, such as force majeure, sudden illness of the speaker or other events beyond the organiser's control. In case of cancellation, participation fees will be refunded in full. Participants or third parties are not entitled to any compensation for travel and / or accommodation expenses that they may have incurred. The organisers will inform the participants of the cancellation at the earliest possible date and will try to schedule an alternate date.