

Terms and Conditions of Participation in international seminars, workshops and courses organized by the Visegrád School of Political Studies (VSPS)

1. Registration/ Confirmation

All participants must register online, filling out the appropriate form available on the Visegrád School website. Registrations made by telephone must be submitted subsequently by filling out the appropriate online form. Shortly after registering (no later than 5 weeks before the start of the event), each participant will receive confirmation with all of the information regarding the booked training or workshop.

2. Cancellation

2.1 Cancellation by the Visegrád School of Political Studies

2.1.1 The Visegrád School of Political Studies may cancel a course, seminar or workshop if the minimum attendance is not reached, or if the event must be cancelled due to illness of the presenter or technical reasons. Before exercising this right, the Visegrád School of Political Studies and the European Academy of Diplomacy (EAD) will try to reassign the registration to a different date and/or a different event location to the degree that this is possible and the participant consents to the reassignment. Changes will be notified without undue delay.

2.1.2 In the event of a course being cancelled by the VSPS and the EAD, no compensation will be paid for any additional costs incurred.

2.2 Cancellation by the Participant

2.2.1 Participants may cancel their registration unconditionally if written cancellation is received at least 3 weeks before the event begins.

2.2.2 If the written cancellation is received less than 3 weeks before the program, a participant drops out of the course or fails to appear without prior cancellation – participants are required to reimburse the VSPS/EAD for any scholarship funding provided, not limited to, but including transportation (if covered by the scholarship) and program fees.

2.2.3 In cases of medical emergencies with proper documentation, participants may be exempt from reimbursement. All cases are at the director's discretion.

2.2.4 Substitute participants are accepted. The details of the substitute should be received by the VSPS/EAD at least 48 hours prior to the course start date.

3. Visa

In cases where visas are required, the VSPS/EAD advises participants to apply for visas at least 4 weeks prior to the start of the program. The VSPS/EAD is able to provide an invitational letter; however, the VSPS/EAD is not able to act on behalf of the participant and is not responsible for any costs incurred because of failure to obtain a visa.

4. Course Documentation/Materials

The course documentation, or parts thereof, may not be copied, reprinted, translated, electronically processed, or passed on to third parties without written authorization from the Visegrád School of

Political Studies. Participants are obligated to observe the copyright protection of the software used during the seminar and to not make copies.

5. Scholarships

Scholarships cover the costs of workshops, materials, course documentation, the use of necessary hardware and software products for the duration of the course, lunches, coffee breaks, and accommodation. Certain scholarships also cover travel and visa costs, as explicitly stated in individual course descriptions on the VSPS website.

6. Security

Participants are obliged to observe the safety regulations that are present for the event location.

7. Personal Data

Participants, who register online by filling out the appropriate forms, agree to processing of their personal data for the purposes of recruitment and program organization.

8. Additional Agreements

Additional agreements must be in written form.