

# Technical Seminar Duesseldorf 2018

Duesseldorf, 4 - 6 December 2018

## Terms and conditions of participation

LOESCHE Technical Seminar

**4 December 2018: Informal get-together evening, Hotel INNSIDE Melia, Duesseldorf**

**5 - 6 December 2018: seminar days in Hotel Hyatt Regency Duesseldorf**

### Registration

Upon completion and return of the registration form (either by email or by fax), you will receive our confirmation of registration. End of registration: **1 November 2018**.

### Registration fee / Payment conditions

The registration fee for the Technical Seminar in Duesseldorf on 5 and 6 December 2018 is **Euro 980.--** per person (taxes may apply). The seminar fee includes proceedings, daily lunch during the seminar days, informat get-together as well as the evening dinner on the first seminar day.

Full payment of the seminar fee is required within 14 days after receipt of our invoice by T/T.

The invoice will be sent to the address appearing in the registration form. Payment must be received prior to the seminar date.

### Cancellation and substitution policy

A cancellation or substitution must be informed in writing and sent to the LOESCHE Center for Technical Training & Documentation either by e-mail to [trainingcenter@loesche.de](mailto:trainingcenter@loesche.de) or by fax to +49-211-5353-5148.

- You may substitute participants at any time by providing reasonable advance notice.
- Confirmed registrants may cancel and receive a full refund minus a 10 % administrative fee until 31 July 2018.
- Fifty percent (50%) of the registration fee will be refunded for cancellations received from 1 August through 31 August 2018.
- Cancellations received after 31 August 2018 are non-refundable.

LOESCHE reserves the right to cancel the Technical Seminar, if there are not enough participants to meet the objectives of a given seminar. In case of cancellation, notifications will be sent directly to all registered participants at least 6 weeks prior to the Technical Seminar. In this case LOESCHE will forthwith refund the seminar fee.

A reimbursement of any other costs is excluded.

### Hotel room reservation

The delegates are responsible for booking their own accommodation and guaranteeing it with their credit cards. A number of rooms in different categories and special rates have been reserved at:

- **Hyatt Regency Düsseldorf** (seminar venue): If you book your accommodation online via [www.dusseldorf.regency.hyatt.com](http://www.dusseldorf.regency.hyatt.com) please use the code word 'G-LOET'.
- **Radisson Blue Media Harbour**: 8-minutes walking distance to seminar venue.
- **Holiday Inn Duesseldorf-Hafen**: 15-minutes walking distance to seminar venue.

Please mention the code word 'LOESCHE Seminar' when booking a room in the above mentioned hotels. In case of room cancellations, general terms and conditions of the hotel apply.

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## Registration form

Participation at LOESCHE Technical Seminar

4 December 2018: informal get-together evening, Hotel Ininside Melia, Duesseldorf

5 - 6 December 2018: seminar days, Hotel Hyatt Regency Duesseldorf

Please fill in this registration form and send it either via fax to +49 211 5353 5148 or via email to [trainingcenter@loesche.de](mailto:trainingcenter@loesche.de).

Name .....

First name .....

Title .....Position .....

Company .....

Address .....

.....

Differing invoice address .....

Country .....

Email .....

Telephone ..... Fax .....

I will attend the evening event on 4 December 2018 (included in registration fee).

I will attend the evening event on 5 December 2018 (included in registration fee).

I prefer vegetarian food.

I need an invitation letter for visa application (if yes, please provide a copy of your passport).

Remarks

VAT ID number (for participants from European countries only) .....

Date ..... Signature .....

With my signature I accept the 'Terms & conditions of participation'.