

WORKSHOP REGISTRATION & PAYMENT POLICIES

Following are the policies for Markus Engelberger's public workshops.

These policies also apply for workshops delivered by third parties, hosted by Markus Engelberger.

Please read carefully. If you have questions or need further assistance, please contact

office@markusengelberger.com

+43 680 107 16 06

REGISTRATION PROCESS

If you want to participate in a workshop, please send a short, informal message to office@markusengelberger.com

The message should contain:

- Your name
- Your current profession
- An indication why you want to participate and what you hope to get from this workshop.

1-2 sentences are enough!

This part of the process is a learning from hundreds of workshops, we've hosted.

We use the information you provide us with to check if the workshop's content and learning goals match your needs and expectations. If we feel another workshop might suit your situation better, we'll approach you to inform you about alternative options.

As soon as your message has been received and processed, you will be contacted and receive guidance for the next steps of the registration process.

REGISTRATION FEES

Reception of full payment is required to confirm your registration for the workshop.

Your seat in the workshop is not confirmed until full payment has been received

Preferred means of payment:

Bank Transfer:

Bank: ERSTE Bank

Bank Address: Filiale Hernals, Elterleinplatz 4, 1170 Wien

Account Owner: Markus Engelberger

IBAN AT27 2011 1281 2281 4500

BIC: GIBAATWWXXX

Most participants choose to pay the full amount right away to have everything settled and their participation confirmed.

You can also choose to transfer a 20% non-refundable deposit to hold your place. The remainder of the registration fee is due within 30 days after reception of your deposit.

Should bank transfer not be an option for you, please contact us to explore alternative payment options.

CANCELLATIONS AND TRANSFERS

We understand that plans and schedules change.

In that case, we offer you the following options:

- 1) You may transfer your registration to a colleague or friend at any time for no charge, as long as they attend the same workshop you were registered for. Please notify us of the change as timely as possible.
- 2) You can transfer your registration to another workshop. If your schedule changes 31 or more days before the workshop and you prefer an alternate date, we are happy to transfer your registration to another workshop at a € 100,- charge. Please note that transfer to another workshop is not allowed 30 days or fewer prior to workshop start date.

CANCELLATION POLICY

In case you want to cancel your participation, the following policy applies:

Cancellation 31 days or more prior to workshop start date: 80% Refund.

Cancellation 30 days or less prior to workshop start date: No Refund.

In case of any cancellation- or transfer plans, we advise you to contact office@markusengelberger.com as early as possible to avoid any inconvenience.

CANCELLATION OF WORKSHOP & REIMBURSEMENT

Occasionally, a workshop attracts too few participants. In case a workshop needs to be cancelled, because the minimum number of participants can't be reached, we will inform you at the latest 40 days prior to the workshop.

In that case, you can either transfer your participation to another workshop free of charge or choose to have your payment reimbursed to your account.

Please note that Markus Engelberger e.U. won't reimburse any costs for travel arrangements. We advise you to book trains and flights and other means of transport starting from 40 days before the workshop.