

# Effective Leadership Communication

## General Terms and Conditions

### for the Effective Leadership Communication Seminar

These terms and conditions apply to the open online seminar "Effective Leadership Communication".

#### Registration

Please register online via our website, by email or in writing using the registration forms prepared for you. If you do not use a registration form, please provide the following data:

- first name and surname of the participant
- complete company address (we will ask for a separate billing address)
- telephone number as well as e-mail address

Your registration is binding and will be booked in the order in which we receive it. If the event is fully booked, we will contact you immediately, otherwise we will send you your registration confirmation.

The price stated on our website on the date of booking applies. We will invoice the participation fees directly after registration with payment due "immediately".

#### Discounts

Discounts that apply to the same participant cannot be combined. You will always receive the most favorable discount. If you cancel (partially) afterwards, the above mentioned discount will be taken back or charged.

#### Withdrawal from events

**Substitution:** You can name a substitute instead of the registered participant at any time. You will not incur any additional costs.

**Cancellation:** You can withdraw from the contract at any time. However, this is only possible in writing (also by email). Please note that we charge the following processing fees:

- Cancellation up to 4 weeks before the start of the event: € 150,- plus VAT/MwSt.
- Cancellation 4 weeks or more before the start of the event: the full participation fee plus VAT/MwSt.

This also applies in case of no-show of the registered participant.

#### Cancellation of events

We reserve the right to cancel an event due to insufficient demand or insufficient number of participants (no later than 10 days before the scheduled event date) or for other important reasons beyond our control (e.g. sudden illness of the speaker, force majeure). Any participation fees already paid by you will of course be refunded. Further claims for liability and damages, which do not concern injury to life, body or health, are excluded, as far as there is no intent or gross negligence on our part.

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## Reservation of right to change

We are entitled to make necessary changes in content, methods and organization or deviations (e.g. due to changes in the law) before or during the event, provided that these do not significantly change the benefits of the announced event for the participant. We are entitled to replace the scheduled speakers in case of need (e.g. illness, accident) with other persons equally qualified with regard to the announced topic.

The documents provided as part of the training are prepared to the best of our knowledge and belief. Liability and warranty for the correctness, topicality, completeness and quality of the contents are excluded.

## Retention of title and use of teaching material

We retain unrestricted ownership of all teaching materials until the customer has fulfilled all payment obligations in full.

The passing on to third parties, i.e. to persons who are neither work colleagues nor employees of the customer, or public distribution or making available of course documents or teaching materials is not permitted. In particular, the publication of audio or video data, digital presentations or scripts in publicly accessible Internet portals (sharing) is prohibited.

## Photographs and video recordings

During the events, photographs may be taken of the participants, e.g. as part of a photo protocol. These photo protocols will only be made available to the participants of the event in the learning environment.

If you do not agree to a recording of your person or the upload of the photo protocol in the learning environment, please contact the trainers.

At some events, participants may also be recorded in photos or videos. These recordings may be used for promotional purposes by inspeyer. If recordings are made for advertising purposes, we will obtain your consent in advance or separately during the event.

## Prices and Payment

Unless otherwise stated, all prices quoted are exclusive of VAT/MwSt. The prices listed on the inspeyer website are non-binding. The prices stated in the booking confirmation are authoritative. The fee will be invoiced immediately after the booking with immediate payment. Invoices are usually sent by e-mail.

## Warranty

We make every effort to provide access to our online seminar. However, immediate availability is expressly not guaranteed. In particular, access may be temporarily restricted for technical reasons, for example due to necessary maintenance and repair work. In particular, the participant must ensure the technical requirements for access to the seminar on the part of the company, requirements are to be discussed with the IT of the customer company, if necessary.

**Contact us at**

**[info@inspeyer.net](mailto:info@inspeyer.net)**

**+49 551 5312650**

# Effective Leadership Communication

## Confidentiality

The relationship of trust between all parties involved requires strict confidentiality. We therefore undertake to keep confidential and/or proprietary all information, data, or documents belonging to the user or the associated company, whether written or oral, and including but not limited to ideas, concepts, methods, etc. ("Confidential Information"). ("Confidential Information"). Specifically, we agree not to sell, trade, publish, reproduce or otherwise disclose any such Confidential Information to any person or entity without first obtaining the written consent of the Participant and the Company.

The above obligations, are not applicable to information that:

- is already in the public's possession or becomes available to the public through channels other than through an act or omission by us;
- is required to be disclosed by law, governmental order or court order, provided that the User and the Company are promptly notified thereof.

The obligation of confidentiality shall also apply after the end of the seminar conducted. Cases in which there are legal obligations regarding the exchange of information, or in which we are explicitly released by the user or the company from their confidentiality obligation, are excluded from this regulation.

As soon as the purpose for which the Confidential Information was acquired has been achieved, we will immediately return or destroy all originals and copies of the Confidential Information.

## Liability

inspeyer's website may contain links to third-party websites. Inspeyer provides these links as an additional service or as a courtesy. Inspeyer has no control over the content of the linked third-party websites. Therefore, inspeyer is not liable for the accuracy, timeliness, and completeness of the information provided there. Furthermore, inspeyer expressly distances itself from the content of all linked sites. inspeyer does not warrant the functionality and/or accuracy of the sites or the data, services or works offered thereon and is not liable under any circumstances for damages or consequential damages or any kind of loss caused directly or indirectly by the operation, non-operation, use or application in any form.

## Final provisions

We do not participate in dispute resolution proceedings before a consumer arbitration board. Legal transactions (billing, etc.) will be conducted by inspeyer in its own name. Place of performance and jurisdiction is Göttingen.

Matthew Speyer inspeyer  
Obere Karspüle 42a  
37073 Göttingen, Deutschland  
phone: +49 551 5312650  
fax: +49 551 44948  
Email: [info@inspeyer.net](mailto:info@inspeyer.net)

Umsatzsteuer-Identifikationsnummer according to § 27 a Umsatzsteuergesetz: DE813658760

Personally liable shareholder: Matthew Speyer

Date: 18.02.2021

**Contact us at**

**[info@inspeyer.net](mailto:info@inspeyer.net)**

**+49 551 5312650**