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# TERMS AND CONDITIONS FOR THE CITY OF GREEN BUILDINGS ACADEMY 2017 EDUCATIONAL PROGRAM

The educational program is operated by The City of Green Buildings, a not-for-profit organization registered in Romania.

## Booking

It is advised that you make your booking as early as possible, as places in the educational program are limited to a number of 40. Please note that as long as in the registration form is not mentioned anything, the firm confirmation of the booking is done after the payment of the participation fee. The participation fee is 149 EUR until 15<sup>th</sup> of June 2017, and 199 EUR afterwards. After the registration form is completed and submitted, there is a redirection to the payment page, in case the payment option is for paying via credit / debit card. The payment can be done online, in a secure way, using a credit or a debit card. After the payment is confirmed the participant will receive an invoice and a confirmation of the booking. Payments done via bank transfer, must be done in maximum 5 days after the online registration, otherwise the registration will be void. When the option for payment is via direct bank transfer, after the registration is completed, the details for making the payment will be displayed and they will also be sent through the e-mail confirmation. Please check your SPAM folder in case you do not receive the confirmations immediately after registration or payment, because some e-mail clients may redirect the e-mails there. In case you do not receive the confirmation e-mail and you cannot find them in the SPAM folder either, please contact as through the e-mail in the header of this document.

The booking of a place is regarded as acceptance of our Terms and Conditions.

## Cancellation

All cancellations must be made in writing and take effect from the date we receive such notice. The written notice should be sent via e-mail at the address [office@tcogb.org](mailto:office@tcogb.org) and a confirmation shall be received in maximum 48h containing also the details regarding the refund. Where a cancellation is made more than 15 days prior to the arrival date, there will be a refund of the entire participation fee minus 25 EUR which are our payment processing costs and registration administration. Where a cancellation is made less than 15 days prior to the arrival date, there will be no refund. Where a participant arrives after the arrival date, there will be no refund for any missed course attendance.

## Course Rules

We expect and hope that all participants registered for The City of Green Buildings Academy 2017 will have an experience to remember and make every effort to show respect at all times to fellow participants and members of The City of Green Buildings Organization.

The rules outlined here are designed to ensure that all the participants are able to enjoy the program free from any unpleasant, intimidating or aggressive behavior and in safety.

The breach of any rule stated here may result in dismissal from the program. Furthermore, any participant who breaks the law or displays aggressive, intimidating or racist behavior will face instant dismissal from the course.

All damage to property, equipment and rooms will be charged to the participants.

The resulting work of the participants at the educational program (presentations, documents, layouts, 3D models) is the sole property of The City of Green Buildings Association.

## Promotional materials

At the discretion of The City of Green Buildings Organization, photographs or videos may be taken of the participants on the program. The City of Green Buildings reserves the right, unless we are advised to the contrary in writing, to use these photographs or video clips as part of future The City of Green Buildings programs promotional material.

Participants will be asked to fill out an end of program questionnaire at the end of the program. The City of Green Buildings reserves the right to use this material in future promotion, unless otherwise stated by the participants.

## Travel Arrangements

All travel details and arrangements must be done by each participant individually. The City of Green Buildings does not cover any costs regarding the travel to and back home for any participants.

The only travel costs covered by The City of Green Buildings are those with public transport in Cluj-Napoca during the program.

## Arrival, accommodation and departure

The arrival date for those participants who need accommodation is 16<sup>th</sup> of July 2017. We require each participant to announce with minimum 3 days in advance the arrival hour. At the arrival, each participant will be assigned a room, and will be conducted to her room. During the program, the participant has the responsibility to keep the room in good condition and make no damages.

At the departure, each participant will have to leave the room in the same condition as it was received and return the key. If there will be any damage or missing objects, the participant will be liable for the payment of their value.

The departure date for the participants will be 3<sup>rd</sup> of August 2017. Each participant must communicate to the organization team the departure hour with minimum 2 days in advance from the departure day.

## Insurance

All participants attending the program should have their own travel or medical insurance. The City of Green Buildings does not offer or cover any travel or medical insurance for the participants.

## Liability & Changes

The details of the program have been published in good faith. We reserve the right to make any changes or alterations to any aspect of the course, in the event of unsuitable conditions or other factors beyond our control.

The City of Green Buildings is entirely free from any liability, including financial responsibility for injuries incurred, regardless of whether injuries are caused by negligence. The participation at the entire program is voluntary and not conditioned in any way.

## Romanian Law

Romanian Law shall apply to the contract, and the parties agree to submit to the non-exclusive jurisdiction of the Romanian Courts.

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**The City of Green Buildings** este o organizație non-guvernamentală care promovează inovația și sustenabilitatea în clădiri. / **The City of Green Buildings** is a non-governmental organization which promotes innovation and sustainability in buildings.