



European Academy
for Taxes, Economics & Law

Selected Events for Higher Education & Research

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Higher Education & Research

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Interactive Seminar

How to Design Research & Development Contracts in Practice

RESEARCH AND DEVELOPMENT (R&D) PROJECTS AND COOPERATION, WITH OR WITHOUT EUROPEAN OR NATIONAL FUNDING, NEED A SAFE AND SOUND LEGAL CONTRACT DESIGN.

In most cases, the legal framework decides about the success of a project and lays the foundation for a smooth pursuit of research activities. In practice, the design of a research and development contract is challenging and raises many questions. Even at the beginning, there is the fundamental question: what is a R&D contract and when should you use one?

In many cases, the exchange of knowledge is central for the success of R&D projects. Therefore external know-how and technology transfer is needed to complete the research. But the transfer of knowledge is often the reason why R&D contracts are quite complex. The contracts for those cooperation and R&D activities need to be safe and require clear strategies. Proper contract design can avoid financial risk or loss of intellectual property, protect research results, preserve their economic value and avoid unnecessary disputes. Learn how to best negotiate your position in research agreements, how to make use of confidential disclosure and material transfer agreements.

Also with the Horizon 2020 (H2020), European research, development and innovation have entered a very exciting period indeed. The European funding programme Horizon 2020 (H2020) has its own explicit challenges like the consortium Agreements, intellectual Property Rights in Horizon2020 and H2020 model contracts. Therefore learn what needs to be considered when applying for EU funding and how to avoid unlawfulness of State aid in the context of R&D.

WHO IS THIS INTERACTIVE SEMINAR FOR?

Directors, Heads of Departments or Units, Managers, Lawyers and other members of staff involved and working in scientific research, with R&D projects and dealing with cooperation and intellectual property

from departments such as:

- Research and Development Services
- Legal Services
- Intellectual Property
- Technology and Knowledge Transfer
- Patents and Licensing
- Business Development
- Programme and Project Management
- International Projects Management

from

- Universities
- Research and Technology Institutes, Centres and Clusters
- Business and Innovation Centres and Networks
- National and Regional Ministries and Agencies responsible for R&D
- Intellectual Property and Patent Agencies, Business Development Agencies
- Industry and Private Companies, Spin-off Companies
- Associations and Foundations

This seminar may also be interesting for lawyers and consultants specialising in intellectual property, license agreements and R&D cooperation.

WHAT WILL YOU LEARN AT THIS SEMINAR?

- How to handle R&D contract aspects such as ancillary agreements, access rights, confidentiality, ownership or licensing
- How can a sample agreement help you with your R&D project?
- What are the main issues related to a Memorandum of Understanding?
- How to structure licensing and technology transfer deals
- How can you negotiate contracts so that later disputes can be avoided?
- What is the industry's point of view when having R&D cooperation?
- How to deal with Intellectual Property Rights (IPR)
- What needs to be considered when using DESCA and MCARD-2020?
- How to avoid unlawfulness of State aid in the context of R&D

YOUR BENEFITS

- Secure your research by means of a safe and sound contract for your activity
- Avoid compromising your entire project
- Learn best practices from various member states and bodies
- Learn how to effectively negotiate research and development contracts
- Gain insights into how to avoid and solve disputes
- Learn how to optimally deal with confidential information
- Network with possible partners from national agencies, research institutes
- Understand how to make the most of licensing contracts and technology transfer
- Profit from practical workshop sessions on R&D contracts and technology transfer

[Click here for further information](#)

Date of Event

24th – 25th August 2017

Booking Number

S-1506 MC4

Event Price

1.389,- Euro excl. German VAT (19%)

This seminar is also part of the **“Masterclass Good Governance for Public Institutions & Administration”**

Event Language

The event language will be English.

Event Location

InterCityHotel Berlin Hauptbahnhof
Katharina-Paulus-Straße 5
10557 Berlin, Germany
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Fax: +49 (0)30 288 755 900
E-mail: berlin-hauptbahnhof@intercityhotel.com
Internet: www.intercityhotel.com

For Higher Education and Research Institutions

Funding Strategies & Sources for International Research Cooperation

AS THE WORLD BECOMES SMALLER, KNOWLEDGE IS EXPANDING

Researchers in Europe and beyond face mutual challenges. In times of declining national public funding for higher education and research institutions, it becomes increasingly important to identify and to seize all sources of revenue. Missing out on research and development cooperation causes a high negative impact on the acquisition of resources and reputation. In addition, providing the adequate conditions for research – from infrastructure to access to databases – becomes increasingly expensive and is therefore more difficult to uphold for each individual institution. Finally, research fields are becoming more specialised and more complex. Therefore, no university or research institute can prosper without relying on the knowledge, the expertise and the specialisation of others. Isolated, institutions from Europe, Africa and Asia face the danger to sink into insignificance.

UNLEASH THE FULL CAPACITY OF YOUR RESEARCH THROUGH INTERNATIONAL AND EU FUNDING SOURCES

Building intercontinental science networks helps organisations to use their special knowledge and capacities for the benefit of all partners. Through cooperation it becomes possible to share expertise as well as expensive research infrastructures and/or laboratories as well as to access new funding possibilities. These research cooperations are the key to unlock funding possibilities by the European Union as well as funding possibilities offered by other international programmes and multilateral institutions. Therefore, learn on the one hand how to be prepared for the EU-funding systems and on the other hand, how to maximize Internationalisation and to use sources beyond H2020. Blend your funding sources and benefit from international, U.S. and public as well as private foundations for research cooperation. Find out how to develop a promising fundraising strategy and how to measure your success. Different funding sources offer the escape from national and continental isolation as well as the possibility to become and remain a relevant research institution in an increasingly globalised world. Old-established universities and research institutions and rising organisations in the field of research on all continents can only benefit from the exchange of capacities, knowledge and joint funding.

Learn how to cross the borders between continents and discover new possibilities for research cooperation and funding.

WHO IS THIS SEMINAR FOR?

Directors, Heads of Departments and Units, Managers, Officers, Coordinators and other members of staff responsible for international cooperation in their institution from the following departments:

- Research & Research Support
- International Cooperation in Research and Development
- Contract Office, Research & Innovation
- European Projects
- Projects Administration
- Strategy and Development
- Funding
- Rector's Office
- Vice Rector for Development or Research
- Dean's Offices on Faculty/College/School Level
- Accounting
- Technology Transfer Office

In:

- Higher Education Institutes (HEIs), in particular public and private Universities
- Public and private Research Institutes

WHAT WILL YOU LEARN AT THIS SEMINAR?

- How to access international & European funding sources
- How to encourage research commercialisation, entrepreneurship and innovation at your organisation
- How to develop your organisation's academic intrapreneurship
- What is to consider about your university strategy on research internationalisation?
- How to create funding strategies and how to be prepared for international research funding
- How to maximise internationalisation of your research
- How to develop a fund raising strategy
- How to build successful partnerships with universities and research institutes in developing countries
- Which funding sources are available in the US and how to make use of them in Europe and beyond?
- How to use sources of private foundations
- How to build up your alumni network and implement strategies for resource development

[Click here for further information](#)

Date of Event

25th – 26th September 2017

Booking Number

S-1602 MC4

Event Price

1.389,- Euro excl. German VAT (19%)

This seminar is also part of the **“Masterclass Good Governance for Public Institutions & Administration”**

Event Language

The event language will be English.

Event Location

Adina Apartment Hotel Berlin Checkpoint Charlie
Krausenstraße 35-36
10117 Berlin

Tel.: +49 (0)30 200 767 555

Fax: +49 (0)30 200 767 599

E-mail: aber@adina.eu

For Higher Education and Research Institutions

Research and Science Communication

Engaging with Stakeholders • Evaluation • H2020 Obligations

COMMUNICATING RESEARCH IN A EUROPEAN AND INTERNATIONAL CONTEXT

Research and science are more and more taking place on a European and international level. Therefore, higher education and research institutes have to attract researchers, PhD candidates as well as students from abroad. This requires effective and well-handled research communication activities to increase both the feasibility and the visibility of the scientific institution. Meanwhile, the broader public has developed a distinct interest in science. Consequently, research and science communicators must know how they can reach different audiences without oversimplifying the research. How to achieve European and worldwide media attention? How to involve researchers and scientific staff in science communication?

Research and science communication has also become extremely relevant for external funding. Specifically the European Union is emphasising science communication activities when supporting research, especially in programmes like Horizon 2020. Therefore, special communication obligations as well as dissemination and exploitation are relevant aspects that already have to be taken into account when applying for external funds. This is a very demanding task, whereas, improved fulfilment to those obligations enlarges the probability of receiving the funding.

USING SOCIAL MEDIA FOR RESEARCH ISSUES MOST EFFECTIVELY

There is a huge variety of social media channels, but when does it make sense to use videos, or blogs? How to reasonably combine the respective tools with traditional media? Timing is a major challenge for research communicators since social media is often quicker and needs immediate reaction. How to deal with possible negative feedback? A key issue that becomes more likely with increased application of social media. Another problem research communicators have to face is measuring the impact of science communication in order to successfully reach their envisaged target group.

Raise your institution's performance in research and science communication with this training seminar. Benefit from our experts' experiences in the field of European and international research and science communication. Learn how to integrate all stakeholders such as media, faculty staff, researchers and the public in your research and science communication. Enhance the connection between media and researchers. Profit from our practical workshops where you improve your social media skills in the field of research and science and where you increase your chances to receive funding from the EU with your project proposals. And take the opportunity to exchange and network with peers and our experts.

WHO IS THIS SEMINAR FOR?

Directors, Heads of Departments and Units, Managers, Officers and other members of staff responsible for science and research communication at

- Higher Education Institutes (HEIs)
- Research Institutes
- University Hospitals
- Science Centres and Clusters

From the following departments

- Communication, Marketing, Press, Public Relation Offices
- Research and Science Department, Sciences Support Office
- Research Communication and Research Development
- Public Engagement Office

as well as

Funding Bodies and Ministries responsible for Higher Education and Research Institutions

WHAT WILL YOU LEARN AT THIS SEMINAR?

- Who are your audiences?
- How to approach different audiences adequately
- What are the stories we should tell?
- What challenges do we face in science communication?
- How to do multi-platform storytelling
- How to use videos to talk about difficult research
- How to communicate research in social media
- When and how often to communicate via social media?
- How do you measure the impact of your work?
- How to evaluate web and offline exposure
- How to communicate challenging research
- How to achieve international media attention
- How to establish a European communication network
- How to set up incentives for researchers to join your research communication
- How to cooperate with faculty and researchers
- How to train faculty and researchers for media contacts
- What are the communication obligations for H2020 funded projects?
- How to include the communication strategy in the project proposal
- Learn more about the Public Engagement with Research (PER) agenda

[Click here for further information](#)

Date of Event

12th – 13th October 2017

Booking Number

S-1616 MC4

Event Price

1.389,- Euro excl. German VAT (19%)

This seminar is also part of the

“Masterclass Good Governance for Public Institutions & Administration”

Event Language

The event language will be English.

Event Location

Courtyard by Marriott Berlin Mitte

Axel-Springer-Str. 55

10117 Berlin, Germany

Phone: +49 (0)30 800 928 6300

Fax: +49 (0)30 800 928 1000

E-mail: reservations.berlin@marriotthotels.com

Internet: www.marriott.de

Practical Seminar

State Aid for Research, Development and Innovation

HANDLING DIVERSE INCOME STREAMS AT HIGHER EDUCATION INSTITUTIONS (HEI) IN LIGHT OF STATE AID LAW

It is essential for Higher education institutions (HEI) and Research Institutes to correctly apply State aid law. They need to understand the rules of the Union Framework for Research, Development and Innovation (RDI) as well as the parts of the General Block Exemption Regulation (GBER) applicable to RDI. Being increasingly dependent on alternative financial resources such as EU Funds or other income sources and activities, Universities and Research Institutes need to check systematically, whether the State aid law regime applies for the planned activities and projects.

Regarding EU Funds, the European Structural and Investment Funds (ESIF) have become more and more important next to H2020 Programme. In order to use ESIF, Universities and Research Institutes must know and correctly apply both, EU State aid law and ESIF regulations.

When it comes to their economic activities, HEI are obliged to clearly distinguish and record their economic and non-economic activities in order to avoid unlawful cross-subsidisation. They have to know the consequences regarding State aid of cooperating with the private sector for various constellations. Another issue of concern is the financing of technology parks and clusters as well as the cluster management. In case of unlawful State aid HEI risk the recovery of the financial support.

PRACTICAL APPROACHES FOR VARIOUS STATE AID CASES IN RDI

This Seminar comprises of practical team exercises and case studies where the participants are confronted with various practical questions regarding State aid in RDI. Use the opportunity to discuss among others questions of licencing and IP or the usage of shared facilities amongst various universities and research organisations with your fellow colleagues from Europe. Take the chance to approach various State aid cases and questions like such as the distinction between technology transfer, knowledge transfer and consultancy, collaborative research cases, contract research or projects related to several articles in the GBER. Discuss challenges resulting from the Market Economy Operator Principle.

Gain certainty for the correct application of State aid in the field of research, development and innovation (RDI).

WHO IS THIS PRACTICAL SEMINAR FOR?

This seminar is especially designed for Directors, Heads of Departments or Units, Managers, and other members of staff from

- Higher Education and Research Institutes
- National and regional ministries and agencies responsible for Research & Development & Innovation
- Research & technology centres, clusters and other bodies engaged in R&D activities
- Start-up support services
- Competition authorities
- Companies and industry working in research, development and innovation
- National and regional Audit Institutions

Working in departments such as:

- Research & Development, Technology Transfer, Valorisation
- EU and national funding
- Legal Affairs
- State aid and State aid control
- Internal Audit
- Finance and Accountancy
- Controlling
- Business Development
- Competition Policy
- External Affairs

The seminar may also be interesting for lawyers and consultants specialised in R&D cooperation.

WHAT WILL YOU LEARN AT THIS SEMINAR?

- How to apply the Union Framework for RDI in practice
- What aspects are especially relevant for RDI State aid in the General Block Exemption Regulation (GBER)?
- How to correctly distinguish and record economic and non-economic activities
- How does a reasonable full costing scheme at Higher Education Institutions look like?
- How to avoid unlawful cross-subsidisation
- How to cope with licences and intellectual property (IP) with regards to State aid
- How to assess various constellations of cooperation with the private sector with regards to State aid
- What is the impact of State aid regulations on financing RDI infrastructure and technology parks?
- How to ensure State aid compliance when dealing with ESIF Funding for RDI projects
- How to prepare for a financial audits in RDI projects

[Click here for further information](#)

Date of Event

26th – 27th October 2017

Booking Number

S-1703

Event Price

1.389,- Euro excl. German VAT (19%)

Event Language

The event language will be English.

Event Location

Wyndham Berlin Excelsior Hotel

Hardenbergstr. 14

10623 Berlin, Germany

Phone: +49 (0)30 610 819 410

E-mail: reservation.berlin@grandcityhotels.com

Internet: www.wyndhamberlinexcelsior.com/de

Interactive Seminar

Financial Accounting and Audit in European Research & Development Funding

FINANCIAL ACCOUNTING AND REPORTING FOR EU-FUNDED RESEARCH PROJECTS – TIME CONSUMING AND COMPLEX

The European Union provides various funds and instruments to support stakeholders such as universities, research centres and companies in the fields of research and development as well as the commercialisation of research results. However, financial accounting and reporting of EU-funded projects are considered very time consuming and complex. Beneficiaries of EU-funded research projects have to commit themselves to the strict requirements of budgetary management regulations. By not following these rules the projects can be at great risk. The European Commission can decide to freeze grants or even demand complete reimbursement. Therefore, it is important to prepare properly for the financial management of your EU-funded projects. Horizon 2020 (H2020) is the most significant EU funding programme for Research and Innovation. But which challenges have to be considered when it comes to financial accounting in Horizon 2020 and Marie Skłodowska-Curie and European Research Council (ERC) grants? In the past years, the European Commission has significantly increased the number of audits in the field of research and commercialisation.

DIFFERENT FUNDS – DIFFERENT RULES

It is crucial that projects meet both the overall strategic objectives of the funding scheme and the detailed financial requirements. Precise records must be kept which have to follow inflexible reporting rules and withstand financial audits. It is therefore important to always know what is new in Horizon 2020 projects and how to successfully deal with challenges, like the eligibility of direct and indirect costs and their definition. Similarly, project managers need to be aware what the changes in the personal cost documentation mean for their relevant projects and which costs can be considered eligible in the different funding programmes. They need to know exactly what to include into financial reports, and how to use financial planning and financial spreadsheets most effectively. They should also be aware of the differences in accounting and reporting and how to successfully comply with financial requirements and duties of European Research Council funding and Marie Skłodowska-Curie grants. Furthermore, they need to know the special requirements for financial reporting of Marie Skłodowska-Curie Innovative Training Networks (ITN). Lastly, the audit process of EU research and innovation projects needs to be prepared and typical errors avoided. Learn at this interactive seminar about current eligibility rules, financial reporting and audits and gain insights to changes in financial management of EU research projects.

WHO IS THIS INTERACTIVE SEMINAR FOR?

Directors, Heads of Departments or Units, Financial Officers, Accountants, Financial Controllers, Research Managers and other members of staff responsible for handling finances in EU-funded research or commercialisation projects as Beneficiaries or Applicants for

- Horizon 2020 (incl. ERC, Marie Skłodowska-Curie Grants), FP7
- COSME, CIP and other EU Funds for research or commercialisation projects

from institutions and organisations such as

- Higher Education Institutions and Research Institutes
- Technology centres and clusters
- Companies and industry working in R&D&I
- Ministries for Economy, Science and Higher Education
- Municipalities and city councils

from departments such as

- Finance
- Project Management Services
- Funding/Grants Office
- (Research) Accounting
- European and International Research Programmes
- Research Support Services
- International Cooperation in Research and Development
- Technology Transfer Office
- Financial Audit
- Audit Management and Implementation
- (Financial) Administration

as well as

- Regional Development and Innovation Agencies
- Funding bodies

Specialised consultancies and law firms, Certified Public Accountants and Public Auditors working within Horizon 2020 (incl. ERC and Marie Skłodowska-Curie Grants)

[Click here for further information](#)

Date of Event

16th – 17th November 2017

Booking Number

S-1733 MC2

Event Price

Early booking price valid until the 11th of August 2017:

1.189,- Euro excl. German VAT (19%)

Normal price from the 12th of August 2017:

1.389,- Euro excl. German VAT (19%)

This seminar is also part of the

“Masterclass Audit in the Public Sector”

Event Language

The event language will be English.

Event Location

Courtyard by Marriott Berlin Mitte

Axel-Springer-Str. 55

10117 Berlin, Germany

Phone: +49 (0)30 800 928 6300

Fax: +49 (0)30 800 928 1000

E-mail: reservations.berlin@marriotthotels.com

Internet: www.marriott.de

Practical Seminar

Research Evaluation & Assessing Research Quality

Indicators • Impact • Integrity

BENCHMARKING – EFFECTIVELY COMPARING RESEARCH

As research results are becoming increasingly important for international rankings and external funding, it is crucial to find a way to compare research. How can research results be compared across different subject areas? Where to find the right counterparts to benchmark the institution's research performance? Which tools are available to assess research quality? Furthermore, aspects such as research integrity and ethics in research complement the wide spectrum of quality in research and represent further challenges in the daily work of staff responsible.

EVALUATING RESEARCH IS CHALLENGING

Assessing the quality of research comprises many aspects that need to be taken into consideration. Quite a large number of research outcomes can be measured numerically. However, this also leaves room for debate: are number of publications, citations or doctoral students sufficient indicators for research assessment? Which other criteria are useful to measure research? The most difficult question remains how to demonstrate the actual impact of research on society. From an institutional point of view it is therefore essential to establish a quality management system that can fulfil external demands. Furthermore, it is necessary to fully involve all stakeholders concerned.

Take the chance to assess the topic of quality management in research from institutional organisation to benchmarking research results at our Practical Seminar. Exchange and network with peers and our experts and benefit from lessons learned and shared experiences.

WHO IS THIS PRACTICAL SEMINAR FOR?

Directors, Heads of Departments and Units, Managers, Officers and other members of staff responsible for

- Research evaluation
- Research and transfer support
- Research governance
- Monitoring of research results
- Research and scientific coordination
- Research integrity
- Quality management in research

From the following departments:

- Research and Development
- Innovation and Valorisation
- Rector's Office
- Vice Rector for Research, Quality, Development, Strategy
- Quality Unit/Office/Department
- Strategy and Development
- Planning and Controlling
- Evaluation and Monitoring
- Internal Audit
- Dean's Offices on Faculty/College/School Level
- University Library

In:

- Higher Education Institutes (HEIs)
- Universities
- Research Institutes
- University Hospitals

WHAT WILL YOU LEARN AT THIS SEMINAR?

- How to effectively operate a research evaluation routine in your institution
- How to address issues of research misconduct in your organisation – Which steps are crucial to enhance research integrity?
- What needs to be considered when dealing with peer review in research evaluation? What are the benefits of this method?
- How to implement a strong quality assurance system as the basis for effective accreditations and evaluations
- How can responsibilities and priorities best be communicated to stakeholders involved?
- Which indicators are most useful to report on research?
- What are specific challenges for measuring research results and outputs?
- In which way can research evaluation be integrated into a wider reporting system?
- How can available data and statistics be used best to monitor results?
- What needs to be considered in regards to data management and open access?
- In which way can benchmarking be used to compare research and to assess research quality?
- How to assess research impact on society and how can those results be made visible?
- In which way can available data be used to plan for future investments?
- What are the key quantitative and qualitative methodologies in research evaluation and impact assessment?

[Click here for further information](#)

Date of Event

19th – 20th March 2018

Booking Number

S-1768 MC4

Event Price

Early booking price valid until the 10th of November 2017:

1.189,- Euro excl. German VAT (19%)

Normal price from the 11th of November 2017:

1.389,- Euro excl. German VAT (19%)

This seminar is also part of the

“Masterclass Good Governance for Public Institutions & Administration”

Event Language

The event language will be English.

Event Location

AMANO Grand Central

Heidestraße 62

10557 Berlin, Germany

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E-mail: grandcentral@amanogroup.de

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BOOKING

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 Phone: +49 (0)30 802080-20
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 For online booking please visit
 our website: www.euroacad.eu



European Academy
 for Taxes, Economics & Law

Booking

Please do not forget to indicate the booking number and the event title!

EVENT TITLE: _____ BOOKING NUMBER (DM-SE): _____

Delegate 1

First name _____	Tel. _____
Last name _____	Fax _____
Your organisation _____	E-Mail _____
Department _____	<input type="checkbox"/> I hereby order the digital version of the seminar documents (fee required) in addition to the seminar.
Unit _____	
Job position _____	
Street _____	
Postcode / City _____	
Country _____	

Delegate 2

First name _____	Phone _____
Last name _____	Fax _____
Your organisation _____	E-Mail _____
Department _____	<input type="checkbox"/> I hereby order the digital version of the seminar documents (fee required) in addition to the seminar.
Unit _____	
Job position _____	
Street _____	
Postcode / City _____	
Country _____	

Invoice Organisation

First name _____	Street _____
Last name _____	Postcode / City _____
Your Organisation _____	Country _____
Department _____	Phone _____
Unit _____	Fax _____
Job Position _____	
E-mail _____	

With my signature I confirm my registration and accept the General Terms and Conditions as legally binding.

I herewith agree to receive further information from the European Academy for Taxes, Economics & Law

In case of registration of more than one delegate do you prefer:

Single invoice? Collective invoice?

NOTE

Only Valid with Signature and Stamp.

Place, Date _____

Authorised Signature and Stamp _____

Terms & Conditions for Conferences, Seminars and other Training Courses

for the offer of European Academy for Taxes, Economics & Law

§ 1 Scope – Subject of contract - Contractor

- (1) The GTC apply to the participation in all training activities such as courses, seminars, workshops, trainings („Event“) offered and conducted by European Academy for Taxes, Economics & Law (“EA“) including all goods and related services, unless otherwise agreed, e.g. by agreeing on special conditions.
- (2) Legal provider of services from EA and the sole contractor of all services is Brauner Klingenberg GmbH represented by the Managing Director Christoph Brauner Leipziger Straße 9 in 10178 Berlin, Germany, registered with the local register court of Charlottenburg, HRB 15132B.
- (3) EA provides its services exclusively to entrepreneurs in the meaning of section 14 of the German civil code (BGB), legal entities of public law and to public-law special funds („Customer“). Only those persons become contractors of EA. The persons that have been designated and registered by a Customer for an Event („Participants“) do not become contractors of EA. The offer is not directed to consumers.
- (4) These GTC apply exclusively; EA does not accept any conflicting or deviating terms and conditions of Customers, unless EA has agreed explicitly to them in writing. These GTC apply also if EA renders its services unconditionally in knowledge of conflicting or deviating terms and conditions of Customers.

§ 2 Offer - Registration - Contracting

- (1) The Customer can register for Events via the booking form on the internet, mail, fax or email. A booking is accepted and a legally binding contract is entered if EA accepts explicitly the registration of the Customer or does not reject the booking within seven days after receipt of the completed and signed booking form in writing. The contract becomes legally binding at the latest once the full booking fee has been credited on the bank account of EA. In addition, EA will confirm the booking to the Customer by email. A partial booking is only possible if parts of an Event have been declared partially bookable.
- (2) Registrations are always handled in the order of receipt. If one booking cannot be considered, the relevant Customer will be informed promptly.

§ 3 Service of EA

- (1) Content, extent, duration and other details of the Event and the services are set forth in the publications of EA on the Events and are the basis for the booking of the Customer.
- (2) The event fee is per person and event date. It includes - as far as announced – the event documents, lunch and beverages. Furthermore, the issuance of a participation certificate is included. Hotel accommodation / overnight stay / travel arrangements are not included.

§ 4 Event fee and charges – Payment conditions – Set-off

- (1) Unless agreed otherwise, the event fees set forth in the publications on the Events apply. Furthermore, EA may charge additional charges for additional services as incurred (e.g. handling of visa invitations, changes to invoices, mailing of invoices, etc.) according to the price list published on the website of EA at the time the contract is concluded. VAT applicable on the day of invoicing must be added to all prices.
- (2) The Customer is obliged to pay the agreed fee and any additional charges in advance, i.e. before the start of an Event. Invoices are due immediately upon receipt without any deduction. Invoices are sent electronically. A Customer who does not make the payment within seven days after the due date is in default. If a Customer is in default, EA is entitled to charge interest in the amount of 8% above the base rate fixed by the European Central Bank. If EA proves a higher amount of damage caused by the delay of payment, EA may assert a claim for such higher amount.
- (3) Instalments are accepted only in exceptional cases and only based on an individual written agreement. Payments shall only be made based on invoices or made by wire transfer. Cash or credit card payments are accepted only if previously agreed by EA. Payments by bill / check will not be accepted.
- (5) A set-off by the Customer is only possible with claims that have been awarded by a final court judgment, have been recognized by EA or are directly linked to the main claim of EA.
- (6) A settlement via credit card on the website is carried out by: HUELLEMANN & STRAUSS ONLINE SERVICES S.à r.l. ; 1, Place du Marché; L-6755 Grevenmacher; R.C.S. Luxembourg B 144133; email: info@hso-services.com; managing director: Ramona Spies Heiko Strauss. This does not apply for credit card payments made over the phone.

§ 5 Withdrawal by the Customer - Cancellation

- (1) Cancellations must be made in writing or in text form. For a cancellation more than 30 days before the Event, a processing fee of 80.00 € plus VAT is due immediately. The remaining conference fee after deduction of the processing fee will be refunded. For a cancellation more than two weeks before the Event 50% of the event fee and additional charges plus VAT have to be paid by the Customer. In case of a no show or cancellation within a period of two weeks before the Event, the full fee for the Event plus VAT is due and payable. The Customer is free to prove that the damage caused to EA was smaller or did not exist. EA accepts substitute Participants at no additional cost replacing the originally registered Participant if EA is informed of the substitution at least three days prior to the Event.
- (2) A partial / daily cancellation of an Event and a substitution for a part of the Event or on a daily basis is not possible.
- (3) If the event fee including any additional charges is not paid on the day of the Event or can the payment not be clearly proved, EA can exclude the relevant Participant from the Event. Nonetheless, the event fee remains due immediately and can be claimed by EA by enforcement or in court proceedings.

§ 6 Cancellation / Changes by the organiser / Exclusion of participants from the Event

- (1) EA is entitled to withdraw from the contract for cause, irrespective of other reasons, in particular if:
 - there are not sufficient registrations for an Event; or
 - the Event has to be cancelled due to reasons that are not under the control of EA (e.g. force majeure, strike, due to absence of a speaker, disruptions at the venue).In the aforementioned cases all paid participation fees will be fully refunded. EA will inform Customers as early as possible in such cases. A cancellation due to an insufficient number of registrations will be communicated by no later than two weeks before the Event.
- (2) Claims for damages of Participants are excluded in those cases, unless such costs are incurred due to gross negligence or wilful conduct on the part of EA or its agents. In case of disruption of its services, EA commits to undertake all reasonable measures to contribute to remedying or limiting the disruption. Should EA reimburse travel expenses in certain cases out of goodwill, this shall constitute an exception.
- (3) EA reserves the right to substitute speakers by others and make any necessary changes to the Event program or to relocate the venue while maintaining the overall character of the Event as required.

§ 7 Copyrights, Privacy policy and Lists

- (1) The documentation/records distributed at the Event are protected by copyright. Copying, dissemination or any other commercial use or commercial exploitation of the documentation - including excerpts - is permitted only with the express written consent of EA. Participants may not take any pictures or make audio and/or video recordings of the Events without the express written consent of EA. EA reserves all rights.
- (2) The names of the Participants and the Customers including their addresses can be made available to the other Participants and be communicated (including the relevant addresses) to a company responsible for the mail delivery. Customers or Participants have no right to claim the handover of the list of Participants of the visited Event.
- (3) Customer and Participant agree to the recording (video, photo, audio etc.) of their person at an Event and consent that these recordings may be used, exploited and/or published by EA.
- (4) The privacy policy published on the website of EA applies. Besides, the statutory provisions apply.

§ 8 Liability

- (1) The Events are carefully prepared and performed by qualified speakers. EA accepts no liability for being up-to-date, the accuracy and the completeness with respect to the documentation distributed at the Event and the conduct of the Event and/or any other contents of the Events, provided that there is no intention or gross negligence of EA or its agents.
- (2) Our liability for breach of contract and for tort is limited to intent and gross negligence. This does not apply to injury to life, limb or health of a Participant, or claims regarding the breach of cardinal obligations, i.e. of obligations arising from the nature of the contract, breach of obligations that endangers the purpose of the contract, or a damage caused by delay (section 286 BGB). In that regard, EA is liable for every degree of fault. As far as damage does not result from injury to life, limb or health of the Customer, EA is only liable for typical damages.

§ 9 Place of performance – Choice of law – Jurisdiction – Miscellaneous

- (1) If the agreement provides for nothing else, the location of payment is the registered office of EA in Berlin. The location of performance is Berlin.
- (2) The law of the Federal Republic of Germany shall apply to this agreement. The application of the United Nations Convention on Contracts for the International Sale of Goods (CISG) is excluded.
- (3) Agreements with entrepreneurs, legal entities of public law and to public-law special funds are subject to the exclusive jurisdiction of the competent court for our registered place of business. EA may also sue the Customer at its general place of jurisdiction.
- (4) All legally relevant declarations and notifications which the Customer makes vis-à-vis EA or a third party shall require text form or be made in writing, unless otherwise provided in these GTC.