

PMCC Academy

Registration and general event information (GTC)

Registration: Please register online or by e-mail at ausbildung@pmcc-consulting.com. Further information and all details of the booked seminar will be sent to you by e-mail in good time before the training course. Please make sure to add PMCC Consulting to the list of safe senders in your e-mail programme so that no important notifications or information are lost in the spam filter.

Event organisation: Our face-to-face events take place in renowned seminar hotels. We are happy to put you in touch with the hotel, but ask you to organise rooms and settle accounts directly with the hotel in question. Participants are also responsible for organising their own travel arrangements.

Our online events take place via MS Teams, for which we need your e-mail address at which you wish to participate in this training. Before the seminar starts, you will receive an invitation link from us, which you can then use to join our virtual seminar room directly. PMCC Consulting GmbH is not liable for the availability and freedom from interference of MS Teams or for any specific quality of transmission in the hybrid or virtual provision of consulting services. It is the responsibility of the participants or the client to ensure that MS Teams functions smoothly in the respective infrastructure.

As our events are planned for the long term, there may be changes to the event dates, locations or speakers in exceptional cases. We reserve the right to cancel events up to 2 weeks before their start, especially if the minimum number of participants required to hold the seminar cannot be reached. Seminar fees already paid will be refunded immediately without deduction; however, any further claims are excluded. We ask for your understanding and will inform you of any changes as soon as possible.

Participation information: The number of participants for our seminars is limited for didactic reasons. Registrations will be considered on a first-come, first-served basis. Each participant will receive a confirmation of participation in digital form for successful participation in the event (at least 75% of the respective event).

Participation fees: The participation fee includes the costs for the event and all work and exercise documents as well as drinks in the seminar room, snacks during breaks and lunch for face-to-face events. Overnight stays and other travelling expenses are not included in the participation fee. All participation fees are per person, plus statutory VAT (A: 20%, D: 19%). Unless otherwise agreed in writing, the amount shown on the invoice must be transferred within 14 days of receipt of the invoice without deduction and free of charges.

Unless otherwise stated or agreed, participation fees and any discounts granted shall apply to the booked seminar or the service period offered. In the event of rebooking for seminars at a later date or with a different content than agreed, we reserve the right to make price changes to the originally booked price.

Cancellation and rebooking of seminars: In the event of cancellations or rebookings to another date by participants who have already registered, it is often difficult to find replacement participants at short notice. Rebookings to another seminar can only be made after consultation with PMCC Consulting, subject to availability and subject to price changes. Please note the following deadlines and costs for cancellations and/or rebookings

- Up to four weeks before the start of the event: free of charge.
- Four to two weeks before the start of the event: fee of 25% of the participation fee
- Less than two weeks before the start of the event: fee of 50% of the participation fee
- Up to one week before the start of the seminar, at the start of the seminar or in the event of a no-show: in this case, the entire participation fee will be charged or retained
- In the event of non-participation or non-appearance on one or more seminar days (for events lasting several days), there is no right to reimbursement of a proportionate share of the seminar costs, regardless of the reason. This also applies in the event of premature cancellation of a coaching session that has already begun.
- We ask for your understanding that we cannot take into account short-term illnesses or other cancellations of registered participants, as we nevertheless remain contractually obliged to our cooperation partners and seminar hotels.
- The cancellation fees mentioned will be waived if a substitute participant is named for the booked date.

Cancellations or rebookings must be made by email to ausbildung@pmcc-consulting.com without exception. These must reach us one working day before the stated deadlines and within regular working hours and are only deemed to have been received after confirmation by PMCC Consulting.

Copyright: The documents provided in connection with the event are protected by copyright. No part of the documents may be processed, reproduced, duplicated or utilised in any other way without the prior written consent of PMCC Consulting GmbH or the authors.

Photo and video recordings: Photos/videos of participants may be taken at the events, e.g. for analysis or seminar post-processing. Please note that these recordings may be used for advertising purposes (e.g. website, social media platforms). If you do not agree to your person being recorded, please contact your trainer at the start of the event.

Data protection: *We treat the data provided by you confidentially. By submitting your personal or business data, e.g. e-mail address, name and address, you agree that we may use it for your individual support, for processing contracts concluded with you, for billing purposes, for communication about orders, for sending postal and digital product information and for (technical) administration. Your personal data will not be passed on to third parties and can be viewed or deleted at any time on request. Furthermore, you can revoke your consent at any time.*

You can find more information on data protection in our [privacy policy](#). Please note the terms of use and general terms and conditions/data protection regulations of the learning management system [Moodle](#), [Microsoft Teams](#) or [Lamapoll](#)

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Place of jurisdiction: Graz. Austrian law is applicable | GF: Gernot Winkler

With your registration you agree to the terms and conditions. We look forward to working with you and will be happy to provide you with further information at any time! Subject to change without further notice,