

Conditions for on-line events

1. Definitions

- 1.1 Organisation: JKP Application Development Services, located Meester Strijbosstraat 21, Weert, The Netherlands.
- 1.2 Participant: The person who has registered for an Event using the dedicated registration method for that Event as indicated on the topexcelclass.com or jkp-ads.com website.
- 1.3 Event: An on-line training, course, presentation or education organised by Organisation.

2. Rates and payment

- 2.1 Unless agreed upon otherwise, all rates are excluding local taxes and/or VAT and include any administrative costs. The registration fees must have arrived in the Organisation's bank account prior to the start of the event.

3. Cancellation

- 3.1 Organisation has the right to cancel an Event in case of insufficient Participants. In such a case, Organisation will inform Participant at least two weeks prior to the start of the Event. Participant's event fees will be refunded in such a case.
- 3.2 Cancellation by Participant must be done in writing or by sending an email. The date of cancellation is determined by the date Organisation receives the cancellation. Address details can be found here: <https://jkp-ads.com/contact.asp>
- 3.3 Unless agreed upon otherwise, Participant is allowed to cancel his registration up to three weeks prior to the Event. Organisation retains the right to withhold any banking costs caused by a cancellation. In case Participant cancels within three weeks prior to the Event the full registration fee will be charged.
- 3.4 If a Participant does not attend for whatever reason without prior timely cancellation, he will be charged with the full registration fee.
- 3.5 A Participant is allowed to have someone else attend the Event instead. In order to do so Participant must inform Organisation with the Replacing Participants name and email address. Replacing Participants are also bound to these conditions.

4. Event Program

- 4.1 The Event program will be described on the event website at topexcelclass.com and in email communications from Organisation to Participant. Organisation has the right to make changes to the program. Organisation will inform Participant about any significant change as soon as possible.
- 4.2 All information received by Participant from or on behalf of Organisation relating to the Event is solely intended for private use by Participant and or his/her organisation.
- 4.3 Organisation has the right to change the time of the Event. Organisation will inform the Participant of such changes as soon as possible. Organisation also has the right to replace the announced speakers.
- 4.4 Changes in the Event program do not entitle the Participant to a restitution of the event fee.
- 4.5 The Organisation strives to deliver an Event of adequate quality. Any complaints about the Event must be sent to info@jkp-ads.com.
- 4.6 Participant is not allowed to use the Event nor the materials of the Event to organise (or organise together with a third party) a similar Event without the prior written consent of Organisation.

5. Other conditions

- 5.1 The event will be held using an on-line meeting platform, Microsoft Teams. Participant will receive the Teams invite as soon as his payment has been received.
- 5.2 Participant agrees with his or her email address being publicly displayed within the (private) Teams environment. All participants will be able to see each other's email addresses.
- 5.3 All information Participant shares through the Teams interface must be free from sensitive information. Information (in chats or in files uploaded by Participant) that violates this rule, may be deleted without further notice.
- 5.4 Participant declares he has full permission to share the information in question and frees Organisation of any obligations or claims regarding such information.
- 5.5 Participant must arrange an internet connection with sufficient speed to handle on-line video conferencing. Organisation is not responsible for failures in internet connectivity of Participant.
- 5.6 Participants are granted access to the private Teams area for the duration of the training and for one month after the last training session has ended.
- 5.7 All live sessions will be recorded. Participants grant permission that their voice and video image may be recorded during a session.
- 5.8 During the training period, Participants are allowed to use the Teams site to discuss the course with other participants, ask questions and up and download files. Also viewing recorded sessions is possible.
- 5.9 If a Participant misbehaves (for example, uses inappropriate or offensive language or obstructs the course of training sessions), Organisation will warn Participant accordingly. If Participant continues to misbehave, Organisation is entitled to remove Participant from the training. In such case, Participant will also be denied access to the Teams site. Participant will not receive a refund in such a situation.