

Cancellation Fees and Refunds

- Any changes regarding the registration should be made in writing to CTU in Prague.
- Substitution of participants within the same company, after a registration fee has been paid, is acceptable at any time and no extra fee is payable.
- In case of cancellation up to 31 March 2011, the paid registration fee will be refunded with a deduction of 30 EUR for administrative charges.
- No refund of the registration fee will be applicable for cancellations received after 31 March 2011.
- In case of cancellation hotel booking after 15 April 2011 one night deposit will be charged.
- Refunds will be settled after the Workshop – to your payment card or to your account (information needed to refund: name of your bank, address of your bank, account name, account number, IBAN, SWIFT/BIC, eventually your details of refund).