

Access to Justice for Persons with Disabilities – Criminal and Administrative Context



Terms and conditions of participation

Selection

1. Participation is only open to **members of the judiciary from EU Member States, Iceland and Liechtenstein, including judges, prosecutors and other judicial staff.**
2. The number of places available is limited (35 places). Participation will be subject to a selection procedure. Selection will be dependent on the following criteria:
 - i. the relevance of the seminars to the professional life of the applicant;
 - ii. geographical and language balance among the participants;
 - iii. ability to disseminate the information obtained;
 - iv. in the case of an excess of applications, only one participant per institution may be accepted;
 - v. in case of applicants with the same qualifications, the first applicant to register will be selected;
 - vi. applications from persons with disabilities are particularly welcome.
3. Applications should be submitted by **20 April 2018.**
4. A response will be sent to every applicant shortly after this deadline. **We advise you not to book any travel or hotel before you receive our confirmation.**

Registration Fee

5. There is no registration fee.

Travel expenses

6. Travel **expenses will be reimbursed to a maximum of 360 euros** subject to the submission of the **originals** of travel receipts (like flight ticket, boarding pass, train ticket, taxi bill, etc.). **Participants are advised of the obligation to use the most cost-efficient mode of transport available.**

Accommodation

7. **Maximum 2 hotel nights** will be covered directly by ERA, only for the hotel booked by ERA.

Other services

8. Two dinners, one wine-tasting, three lunches, beverages consumed during the event and the seminar documents are offered by ERA.

Participation

9. Participation at the whole conference is required and your presence will be monitored.
10. A list of participants including each participant's address will be made available to all participants unless the ERA receives written objection from the participant no later than one week prior to the beginning of the event.
11. The participant's address and other relevant information will be stored in ERA's database in order to provide information about future ERA events, publications and/or other developments in the participant's area of interest unless the participant indicates that he or she does not wish ERA to do so.
12. A certificate of attendance will be distributed at the end of the conference.

Location

ERA Conference Centre
Metzer Allee 4, D-54295 Trier

Languages

English, Spanish
(with simultaneous interpretation)

Contact Person

Jaroslav Opravil
Training Administrator
jopravil@era.int
+49 651 9 37 37 841