

TERMS AND CONDITIONS OF PARTICIPATION¹ **Rule of Law Project**

I- Organization of transport and accommodation

Participants **should not pre-book** their accommodation nor organise their travel to the venue of the seminar as this will be done by Tipik. Tipik is an externally contracted company that will be making travel and accommodation arrangements for participants attending the Rule of Law seminars.

- Each participant at the training will receive a link to an online registration form. Each participant will be asked to register via this link. Following their registration each participant will be contacted by Tipik in order to arrange their travel and accommodation.
- Tipik will ask for the travel preferences in the online registration form.
- Tipik will send one the flight proposal within 48hours after participants have registered in the online registration form, from that moment participants have 24hours to give their feedback on the proposed flight plan.
- Tipik will organise a hotline a few days before the event in order to assist participants with questions and immediate assistance, in case of a rebooking is needed.
- Participants will be provided with a practical document containing information regarding the accommodation, venue and directions.
- No transfers to the accommodation location from the airport/train station neither from the accomodation location to the seminar location will be organised by Tipik. It is up to each participant to organise his own transfer from the airport to the accommodation location and from the accomodation location to the seminar location.
- For any questions regarding transportation be it air or ground you should contact a person assigned by Tipik. The contact information of the person in charge of answering questions is going to be given to participants after their selection.
- Each participant must keep the physical copies of their boarding passes and hand them physically or send them by post to Tipik within two weeks after the seminar.

II- Attendance and participants lists

- A list of attendance (at the entrance of the main conference room) will be presented on each day of the seminar and participants are requested to sign it in order to confirm their attendance.

¹ These terms and conditions may be subject to changes. Should that be the case, participants will be informed in due time.

- The list should be signed by each participant upon arrival at the seminar's venue. For full-day seminars, a list should be signed in the morning and afternoon of the seminar.
- A list of participants including each participants' contact details will be made available to all participants unless a written objection is received by the EJTN from the participant up to one week before the beginning of the activity.

