

# Terms and Conditions

## Registration

Registration is compulsory for all trainings and events and can be done via our website by directly accessing the event page. For remote trainings each registration is entitled to one connection. Participations of several persons with the same connection are not authorized unless prior agreement is reached with the organization.

## Registration confirmation

On our website <http://www.lcta.ch>, registrations are made via the external [Alf.io](http://alf.io) platform, which will automatically send confirmation by email of correct registration.

## Costs

Training and events are exempt from VAT. As a rule, payment must be made before the course begins.

## Cancellations

In the event of an impediment, the participant may be replaced by another person. Cancellations up to 7 days before the start of each session will incur in a penalty of 30% of the course/event fee. After this deadline, the full fee will be charged.

## Changes

In the event of low participation, LCTA has the right to cancel a course. The venue or other details may be subject to change.

## List of participants

A list of attendees, including their first and last names and company, is issued during LCTA events and courses. If a participant would like to remove himself from this list or change some information, they should contact the event or course organizer directly.

## Certificates

Depending on the courses, a certificate of attendance will be issued to participants who have fully attended the course.