

### **Terms and conditions of participation**

#### ***Selection***

1. Participation is open to:
  - **Seminars for legal practitioners:** legal practitioners, for example, from trade unions or employers' associations, NGOs, labour inspectorates and Equality Bodies;
  - **Seminars for members of the judiciary:** judges, prosecutors and other members of the judiciary;
  - **Seminars for academics:** University professors and law lecturers;from all EU Member States.
2. The number of places available is limited. Participation will be subject to a selection procedure. Selection will be dependant on:
  - i. the relevance of the seminars to the professional life of the applicant;
  - ii. the ability to disseminate what they have learnt;
  - iii. geographical and linguistic balance among the participants will also be sought;
  - iv. priority will be given to applicants who have not recently participated in an earlier edition of the event;
  - v. in case of exceeding applications, only one person per institution may be accepted.
3. A deadline to apply will be set for each individual seminar.
4. A response will be given to every applicant shortly after the 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. **Reimbursed to a maximum of 450 euros** (including taxi costs) subject to the condition to furnish the originals of travel receipts like flight ticket, boarding pass, train ticket, taxi bill, etc.

#### ***Accommodation***

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

#### ***Other services***

8. Lunches, beverages consumed during the event, the conference documents and the conference dinner are offered by the Academy.

#### ***Participation***

9. Participation to the whole course 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 Academy 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 the Academy'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 the Academy to do so.
12. A certificate of attendance will be issued.