



Institut Luxembourgeois  
des Administrateurs

## TERMS & CONDITIONS FOR TRAINING/EVENT REGISTRATION

**Booking information:** registrations to training are available online. The registration will be confirmed to the applicant by email.

**Payment:** an invoice is sent to the applicant at the time of registration. All fees must be paid prior to the conference/course/event(s).

**Fees:** training and conference fees are inclusive of a delegate pack and refreshments, and lunch if a full day course. Most of the time a reduction of 20% on training registration fees is granted to ILA members.

**State co-financing :** ILA is authorized as a provider of continuing vocational training. Training fees are eligible for State co-financing (*agr  e par l'arr  t   minist  riel du 11 octobre 2011*)

**Certificate:** a certificate of participation will be provided to participants at the end of each course.

### **Cancellation Information**

The content and timing of the programs and identity of the speakers, date and venue may be altered for reasons beyond the control of ILA. In the unlikely event of the program being delay or cancelled, ILA will automatically make a full refund of the delegate fee. No compensation will be paid for any additional costs incurred.

Any cancellation by an applicant should be communicated in writing. In case of cancellation received less than 5 working days prior to the event, 100% fees remain due. Substitution of one participant by another is possible. It should be communicated in writing at least 2 working days prior to the event.