

## NOTES ON REGISTRATION AND CONDITIONS OF PARTICIPATION

for participation in events and workshops  
of the Gender Equality Office of the University of Bonn

### Registration procedure

For automatic online registration, please use your University of Bonn email address only and not your private email address. After your registration has been processed, you will receive an e-mail with information about your registration status. Please note that the number of available places is usually limited.

### Confirmation of workshop registration

If you have received a registration confirmation, this is subject to the following proviso: If the minimum number of participants is not reached, the speaker is ill or there are other important reasons beyond his or her control, the seminar may be cancelled or postponed. If the seminar is cancelled, you have no claim to the seminar. However, in the event of a seminar cancellation, we will make every effort to find a make-up date, which we will announce on our website.

### Attendance

In principle, attendance is compulsory. Please make your participation possible for the entire seminar time. If you cannot actually be present for 100% of the seminar time, please ask the contact person specified for the seminar in good time whether participation is nevertheless possible.

### Costs

The costs for the workshops are covered by the Gender Equality Office.

### Withdrawal from events and waiting list

Your registration is binding. Withdrawal from an event for unforeseeable important reasons such as illness can of course always be necessary. However, **when registering, please consider whether you can actually keep the date**, as demand is usually high and we would like to give everyone the chance to participate. Therefore, we also keep a **waiting list** in case the places are fully booked.

Should a cancellation nevertheless become necessary, please inform us as soon as possible – but no later than 7 days before the event – so that we can reallocate the place if necessary. **However, if the withdrawal takes place without prior cancellation, we reserve the right not to consider you for further registrations.**

### Certificate of attendance

The Equal Opportunity Office will gladly provide you with a certificate of participation upon request to [events\(at\)zgb.uni-bonn.de](mailto:events(at)zgb.uni-bonn.de).

### Data protection

With your registration you agree that your data will be stored electronically and processed for a specific purpose. The data will be stored in the Gender Equality Office for the duration of the purpose for which it was collected and can only be accessed by authorized persons. After the purpose has ceased to exist,

the data will be deleted. Otherwise, the provisions stated in the privacy policy of the University of Bonn apply.

### **Online events**

If events or workshops of the Gender Equality Office are offered online, you agree that your name and, if applicable, your e-mail address will be forwarded to the seminar instructor so that you can be invited or admitted to participate in the course on the respective online platform. When participating in a course, the data protection and terms of use of the online platform via which the seminar is offered apply. Our trainers also comply with these when using their own software licenses.

### **Inclusion in the mailing list of the central equal opportunity office**

In order to keep you informed about the offers of the Gender Equality Office in the future, we will automatically add you to our mailing list. You can unsubscribe from the list at any time here:

[gleichstellungsbuero-news - Newsletter des Gleichstellungsbüros | Newsletter from the Gender Equality Office - confirm action \(uni-bonn.de\)](https://www.uni-bonn.de/gleichstellungsbuero-news)