

## ***Organisational details***

### **Information regarding registration**

After you have registered online you will automatically receive a confirmation of registration via email. The deadline for registrations is 28 October 2019.

You can cancel your registration within 15 days in written form (e.g. letter, email) without giving reasons. The time limit begins once the instructions given in the contact form have been received in written form in the confirmation of registration.

A refund or waiving of the payment of the conference fee is only possible if you cancel your registration within the time limit.

The BIBB event team should always be notified of cancellations in written form.

### **Costs/refreshments/event documents**

Event participation is subject to a fee of 79 euros.

Event documents will be available on the day of the conference at the registration desk. Suitable refreshments will be provided.

Hotel and travel costs cannot be covered.

### **Information regarding your journey**

#### **Venue of the conference**

Stadtmuseum Siegburg  
Markt 46  
53721 Siegburg

**For navigation devices:**  
Annostraße 5  
53721 Siegburg

<http://www.stadtmuseum-siegburg.de/web/stadtmuseum/52086/>

### **Arrival by public transport**

Siegburg City Museum is located at the central market place in Siegburg. A direct walk from Siegburg train station takes approx. five minutes. Alternatively you can take bus lines 502 (Bücherstraße), 509 (Lindenstraße) or 510 (Seligenthal) to Bahnhofstraße 13.

### **Arrival by plane**

From Cologne/Bonn airport, take S-Bahn 19 (local train line) to Siegburg station (approx. 15 minutes).

Please note: BIBB is certified according to EMAS environmental management. We would therefore greatly appreciate it if you would consider using public transport when planning your journey.

### **Overnight accommodation**

#### **Hotel Zum Stern\*\*\***

Markt 14-15  
53721 Siegburg  
Tel.: +49 (0) 22 41 / 844 090  
Fax: +49 (0) 22 41 / 844 0944  
Email: [stern@hotel-siegburg.com](mailto:stern@hotel-siegburg.com)  
<http://www.zumstern.hotel-siegburg.com/>  
(About 2 minutes' walk from the venue)

#### **Hotel Kaspar Garni \*\*\***

Elisabethstr.11  
53721 Siegburg  
Tel.: +49 2241 / 846590  
Fax: +49 22 41 / 84659299  
Email: [kaspar@hotel-siegburg.com](mailto:kaspar@hotel-siegburg.com)  
<http://kaspar.hotel-siegburg.com/>  
(About 2 minutes' walk from the venue)

#### **Hotel Kaiserhof \*\*\***

Kaiserstr. 80  
53721 Siegburg  
Tel.: +49 2241 17 23 0  
Fax: +49 2241 17 23 50  
Email: [info@kaiserhof-siegburg.de](mailto:info@kaiserhof-siegburg.de)  
<http://kaiserhof-siegburg.de/>  
(About 7 minutes' walk from the venue)

**Hotel Herting \*\*\***

Europaplatz 16

53721 Siegburg

Tel.: +49 2241 99 99 9-0

Fax: +49 2241 99 99 9-9

Email: [empfang@hotel-herting.de](mailto:empfang@hotel-herting.de)

<http://hotel-herting.de/home.html>

(About 4 minutes' walk from the venue)

If you need information about overnight accommodation, please use the following website:

<http://www.tourismus-siegburg.de/web/tourismus/06519/>

Other hotels may be found via sites such as [www.hrs.de](http://www.hrs.de)

### **Cancellation policy**

#### **Right to cancellation**

You are entitled to cancel this contract without giving reasons within 14 days.

The time period for cancellation is 14 days from the day the contract is concluded.

In order to exercise your right to cancellation you must inform us (Federal Institute for Vocational Education and Training, StabPR Angela Hauke, Robert-Schuman-Platz 3, 53175 Bonn, email: [hauke@bibb.de](mailto:hauke@bibb.de)) by means of a clear declaration (e.g. a letter sent by post or email) regarding your decision to cancel this contract. You can use the attached cancellation form template. This is, however, not obligatory.

Sending the notification of your exercising of the right to cancellation before the cancellation time period has passed shall suffice to meet the cancellation deadline.

#### **Consequences of cancellation**

If you cancel this contract, we must refund all payments we have received from you immediately and at the latest within 14 days from the day on which we received your notice of cancellation of this contract. For this refund we use the same payment means that you used for the original transaction, unless an alternative has been explicitly arranged with you. We will not charge for this return payment in any event. If you have requested that the services begin during the cancellation period, you must pay us a suitable amount, corresponding to the proportion of services already performed up to the time when you informed us of your exercising of the right to cancellation with regard to this contract, in relation to the total amount of the services provided in the contract.

### **Cancellation form template**

If you would like to cancel the contract according to the cancellation policy above, you can fill out this cancellation form template and send it back to us. You do not have to use the cancellation form.

Federal Institute for Vocational Education and Training  
StabPR Angela Hauke  
Robert-Schuman-Platz 3  
53175 Bonn

Email: hauke@bibb.de

I/we (\*) hereby cancel the contract concluded by me/us (\*) for the performance of the following service:

Ordered on (\*)

Name of consumer(s)

Address of consumer(s)

Signature of the consumer(s) [only if notification is on paper]

Date

(\*) Delete as applicable.