



REGISTRATION FORM

14th Interdisciplinary Endoscopic Skull Base Surgery Course

February 23 - February 25, 2026

University Hospital Essen

Please complete in capital letters and return to:

email: fortbildung.hno@uk-essen.de

or Fax: +49 201 723 9472166

Family/last Name

First Name

Specialty

Clinic address

Clinic Name

Street No°

ZIP Code City

Country

Email

(mobile) Phone

Fax

If you require a separate invoice (not a certificate), please enter the exact billing address/invoice recipient here

Yes, I will participate in the course and transfer the course fee within 10 days to the following account

☐ **1.490 Euro - full course fee**

☐ **1.090 Euro - resident course fee**

Please transfer the registration fee to the following bank account:

Universitätsklinikum Essen

IBAN: DE82360501050004900700

Reference: (Name of participant) D/112-23041

- after successful registration you will receive a confirmation via email.
- after the course you will receive a certificate of attendance and a fee certificate
- with your signature you confirm your binding registration as well as your acknowledgement and agreement with the enclosed General Terms and Conditions, Cancellation Policy and Privacy Policy.

Place, Date

Signature

General Terms and Conditions for Event Participants*

Department of Otorhinolaryngology, Head and Neck Surgery of Essen University Hospital

*Note in the sense of the Equal Treatment Act: In the interests of easier readability, the terms, designations and function titles used are often only in a gender-specific formulation. Of course, all events are open to all genders equally.

Registration

Registration for an event must be made in writing by e-mail to fortbildung.hno@uk-essen.de. Registrations will be considered in the order in which they are received. After registration, the participant will receive a reservation confirmation to the e-mail address provided with further information. However, the registration/booking is only binding after receipt of the full participant amount. Verbal bookings or reservations cannot be accepted.

With the registration the participant confirms that the terms and conditions have been noted and accepted.

Services and participation fees

The amount of the participation fees is stated in the flyer of the corresponding event. All fees stated there are per person and event date including statutory value added tax.

Unless expressly stated otherwise in the offer, the range of services includes participation in the respective event date, catering and beverages during breaks. The scope of the service results from the event description. The organizer reserves the right to make changes, e.g. change the venue, replace announced speakers with others and make necessary changes to the event program while maintaining the overall character of the event.

Accommodation, travel and other costs are not included in the participation fee.

The participation fee is due for payment without deduction immediately, but no later than 10 working days after written registration, to the named account at the time of booking. The invoice will be sent to the specified e-mail address after booking. If payment is not made on time, the booking will automatically expire.

Cancellation, termination of attendance courses

After binding registration, cancellation of participation must be made in writing. In principle, a handling fee of 35€ will be charged for each cancellation and the following deadlines with cancellation fees apply:

- Cancellation up to 28 days before the start of the event: free of charge
- Cancellation 27 to 14 days before the start of the event: 50% of the participation fee
- Cancellation 13 to 7 days before the start of the event: 70% of the participation fee
- In case of later cancellation or no-show the full course fee will be charged

Cancellation fees do not apply if the place can be otherwise occupied at short notice, with the exception of the processing fee.

The organizer reserves the right to cancel announced events up to one week before the event date at the latest, if a too low number of participants makes the economic

The organizer reserves the right to cancel the event due to force majeure or due to organizational or other reasons (e.g. illness of the speakers). Cancellations due to force majeure remain reserved to the organizer even at short notice.

In the event of course cancellations by the organizer, the participant is entitled to a refund of participation fees already paid. Further claims are excluded.

The right to cancel the contract for good cause remains unaffected.

Data collection and data protection

The organizer protects personal data. The personal data associated with the registration will be stored in an electronic database in compliance with the applicable data protection regulations of the Essen University Hospital and processed for the purpose of providing the service and for billing purposes. As long as the participant does not object at the time of registration, he or she will be informed about the clinic's offers and events in the future.

Liability

The organizer assumes no liability for accidents during arrival and departure and during the stay at the event location as well as for other personal and material damages during the events. During practical exercises, participants act at their own risk.

The organizer and his vicarious agents or assistants are liable for property damage and financial loss only in the case of intent or gross negligence. The organizer is not liable for the loss of items brought along (e.g. wardrobe, valuables, etc.). The respective house rules are to be observed.

Place of jurisdiction

Essen is the exclusive place of jurisdiction for all disputes arising from the contractual relationship. Should any provision in these terms and conditions or in the contract be or become invalid, this shall not affect the validity of all other provisions or agreements.