

## Terms of Participation

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**Last Update: 08.01.2021**

**Course offer.** *The Regional Programme is one of the programmes offered by NGO Academy, which is implemented and governed as a joint project of the Competence Center for Nonprofit Organisations and Social Entrepreneurship of Vienna University of Economics and Business (WU Vienna) and ERSTE Foundation. It comprises a large variety of workshops in different locations and languages to strengthen the capabilities of NGOs in Central and South-Eastern Europe. The programme is offered in six European language groups (English, Bosnian/Croatian/Serbian, Czech/Slovak, German, Hungarian and Romanian). Anyone who meets the eligibility requirements is considered for participation regardless of nationality or place of residence.*

**Eligibility for participation.** *The Regional Programme 2020/2021 is open to all recipients of NGO Academy Scholarships. Within this group, the programme is primarily geared towards executives of the respective organisations, as well as project and division managers.*

**Language skills.** *Workshops will be held in various languages (Bosnian/Croatian/Serbian, Czech/Slovak, English, German, Hungarian, and Romanian). Participants are free to choose the workshop(s) they want to participate in (considering all other terms of participation).*

**However, the participant must have a solid working knowledge of the respective working language in order to be able to follow the workshop contents, actively participate and not to hinder the flow of the workshop.** *The recommended proficiency level is B2 or higher, based on self-assessment.*

**Participants' responsibilities.** *When attending a workshop of the Regional Programme 2020/2021, participants are required to:*

- *have a solid working knowledge of the respective working language*
- *accomplish all pre-workshop tasks on time, if applicable (e.g. surveys)*
- *attend the entire workshop*
- *reconfirm their participation and fill out the moodle survey four weeks prior to the workshop at the latest. In case we do not receive the confirmation by this date, the registration will be declined and the spot will be given to someone on the waiting list*

- *organise any travel at their own expense*
- *be punctual*
- *be interested in openly sharing knowledge and discussing contents*
- *if necessary, obtain or possess a valid visa for the country where the respective workshop(s) are being held (We are happy to provide an invitation letter)*

**If you do not comply with these terms, we reserve the right to restrict your access to our programmes.**

**Registration process.** *Each eligible organisation is offered a maximum of six workshop places per semester of the Regional Programme and may select those workshops that are most beneficial to its staff. The registration process consists of two steps: The first takes place between 1 February 2021, 10.00 am (CET) and 8 February 2021, midnight (CET) and is based on a first-come, first-served basis.*

*If demand exceeds supply for any workshop, the selection of participants will be based on a first-come, first-served quota. Each workshop is offered to a limited number of participants, as stated in the course overview online. Additional registrations after a workshop is fully booked will be added to a waiting list and contacted in case a workshop spot opens up.*

*For a successful registration, each participant must later reconfirm his/her participation on the respective moodle course.*

**The registration is only binding after completing both steps.**

**Time and location.** *The workshops of the Regional Programme take place at various times and in different cities throughout the CEE region. For more information, please consult the overview available online.*

**Benefits for recipients of NGO Academy Scholarships.** *NGO Academy provides accepted participants with high quality programmes and covers the following costs:*

- *full tuition fee*
- *snacks during the workshop*
- *depending on the workshop, its length, the participant's place of residence, and the length of his/her travel to the event: accommodation*

(up to three nights at a two-day workshop and up to four nights at a three-day workshop)

**Please note: NGO Academy does not cover participants' travel costs.**

**Completion.** Upon successful completion of a workshop, participants receive a confirmation of participation to be downloaded from the online platform. We can only issue certificates to persons, not to the organisations. Participation is successful if the participant has attended the whole workshop, actively participated and, where applicable, completed requested assignments.

**No-show and changes.** If a participant is registered for a workshop and fails to attend it without prior notification, the NGO Academy will issue a warning to his/her organisation. A warning may also be issued when participation or accommodation changes are communicated last-minute as these changes often lead to higher costs. A second warning issued to any participant from the same organisation will result in the organisation being barred from participation in future workshops of the Regional Programme and other programmes offered by the NGO Academy.

**Modifications to the programme.** Due to the need for long-term planning, the Regional Programme is subject to changes for organisational reasons.

**Cancellations.** We reserve the right to cancel individual workshops due to organizational reasons (e.g. illness of a lecturer) and if less than the required number of persons register for a particular workshop. Cancellations will be communicated as early as possible. Please note: In case of cancellation, NGO Academy cannot refund any expenses (i.e. for travel) that may occur.

**Copyright.** All materials provided are and remain the intellectual property of NGO Academy or of the lecturers and trainers, and are exclusively intended for the personal use of the people who have attended the workshop. Any distribution or use of this material beyond this scope (including organisation-internal use) requires prior written consent. Commercial use (e.g. for commercial purposes as a trainer) of the documents is strictly prohibited.

**Sound and Image Recording.** When attending workshops or modules in the course of programmes offered by NGO Academy, participants consent to being photographed,

filmed or taped for documentation and promotional reasons by the organisers, trainers, lecturers and other peer participants, which shall have the right to use and publish (online, social media, print), without any requirement for payment of money or other form of consideration. Participants shall not take, record or transmit any sound, image, and/or description of the workshop other than for private and domestic use.

**Disclaimer.** We assume no liability for participants' personal belongings. Participants are not entitled to assert any liability claims against ERSTE Foundation, WU Wien (Vienna University of Economics and Business) or other partners involved resulting from the use of knowledge and skills acquired during the programme.

**Privacy/confidentiality.** The participants' personal data shall be treated with confidentiality. All personal data collected at the time of registration will be stored and used for the purpose of the realisation and management of the programme. The personal data indicated by the participant when registering may be shared with lecturers of NGO Academy. Our lecturers are bound to confidentiality and may not disclose information on incidents occurring during the events – also with regard to personal matters – to third parties.

By registering for one of our programmes, you agree to receiving our newsletter which may include invitations to further programmes, information about related projects and initiatives by ERSTE Foundation or WU Vienna, scientific surveys or publications on civil society issues. You can unsubscribe from the newsletter at any time.

**COVID-19.** Due to COVID-19-related measures, there may be short-term changes in the programme (e.g. conversion of the physical workshops to a digital alternative). The participants of the respective courses will be informed about any changes and specific safety measures in due time.

Of course, we will make sure that the workshops run as safely as possible. Nevertheless, participation is at your own risk. If you have had contact with persons with confirmed or suspected SARS-CoV-2 infection, we ask you to refrain from participating and ask you to inform us of your absence. In any case, stay at home if you experience flu-like symptoms

*(fever, cough, shortness of breath and breathing difficulties).*