



Terms and conditions

workshops of the *franco-german forum for young artists*

Application and enrolment

The candidates apply for the workshops of the *deutsch-französisches forum junger kunst (forum – franco-german forum for young artists)* by filling in and sending the application form on the *forum's* website (www.forum-forum.org/bewerbung-candidature.html). By applying with the online application form, the candidate admits having acknowledged and accepted the current terms and conditions. In case of acceptance of the application, the candidate is legally bound with all that implies to take part in the workshop the candidate applied for. Only fully completed applications will be accepted and processed in order of receipt. Even if the maximum number of participants has been reached, further applications are accepted but the candidates are waitlisted. In that case, it is possible to participate if someone else quits. The participation in the workshop is not valid unless the participation fee is paid and registered before the beginning of the workshop. After the *forum* receives the participation fee, the candidate gets a binding confirmation of participation to the workshop via e-mail.

Payment and participation conditions

The workshop participation fee has to be transferred to the ZENTRUM's, the supporting association's bank account (please indicate the name of the chosen workshop). After receiving and accepting the application, the bank details will be send to the candidate via e-mail with the request to pay the participation fee. For each workshop, a minimum number of participants has to be reached; a determined maximum number should not be exceeded. The number of participants can vary depending on the course.

Termination by the organiser

The organiser has the right to cancel or change the date of a workshop in case there are not enough participants, due to partial or complete loss of project funding or in case of force majeure. In case of cancellation, the participation fee will refunded entirely; concerning suspended workshops: the fee will be partly refunded. Travel costs, that have been already paid, cannot be reimbursed. If an instructor has to quit, the organiser has the right to replace him/her with someone of equal qualification.

Termination by the participant

A termination request has to be made in written form (via e-mail or post). In the following cases, the *forum* has the right to charge a cancellation fee:

- termination until 4 weeks before the beginning of a workshop: 25% of the regular participation fee if the replacement by another waitlisted candidate is not possible
- termination until 2 weeks before the beginning of a workshop: 50% of the regular participation fee
- termination during the last 2 weeks before or during a workshop: 100% of the regular participation fee

Behavior in the workshop rooms

The participants of the workshops organised by the *forum* are subject to due diligence. They commit to respect the internal rules and to follow the rules of the various facilities where the particular workshop takes place. Any damage has to be immediately reported to the organiser.

Insurance

The participant must have a health and a civil liability insurance that cover the whole duration of the workshop as well as eventual excursions or events during the workshop.



The organiser cannot be held responsible for the loss of objects of any kind nor can material damages caused by a participant be covered by the organiser.

The participant has to make sure his health insurance is valid in other European countries, especially in Germany and France.

Reimbursement of travel expenses

Generally, only the travel expenses for participants with a current address in France and Germany can be reimbursed – thanks to the support of the Franco-German Youth Office (DFJW/OFAJ). For trinational projects there might be special regulation, please refer in that case to the particular call of the project.

The amount, that can be reimbursed upon request is calculated by the distance between the participant's address and the particular project location in km, multiplied by the currently valid coefficient.

See also: www.dfjw.org/ressourcen/fahrtkostenberechnung-fur-die-forderakten-im-dfjw.html.

Please note: When travelling with one's own car, the maximal reimbursement is limited to 200€ (for travels in or between France and Germany) or 350€ (for travels between France and Germany and the third country).

After the workshop, the participants eligible for the reimbursement will need to send their **tickets in original** (train tickets, boardingpass, petrol receipt...) and their bank details to the *forum*.

The following cases apply:

Case 1: The total amount of the travel tickets is below the reimbursement amount of the DFJW. In this case, only the ticket price will be reimbursed.

Case 2: The ticket price is above the maximum DFJW reimbursement amount. In this case, the maximum reimbursement amount will be paid and the remaining costs must be borne by the participant.

Storage of personal data

The organiser collects data in order to submit grant applications and to create grant-related where-used-lists. The collected data also ensures an optimized participant support – and this prior, during and after workshops. Following the Data Protection Act of the Federal Republic of Germany, the participant has the right to request information at any time about what data has been stored about him/her and the purpose of its storage. Moreover, each person has the right to demand the rectification of inaccurate data or the delete of data, in case of improper use or if the storage is no longer needed. The *forum* gives information on written requests to info@forum-bayreuth.de.

Confirmation of media usage

The participant agrees that the *deutsch-französisches forum junger kunst* is allowed to use photographs and film recordings taken during a workshop within its public relations or for publication and is allowed to transfer them to the Franco-German Youth Office for the same purpose. Persons who appear in the photographs or film recordings are not entitled to claim any fee or credits in case of publication.

Until 4 weeks before the beginning of the particular workshop, the participant has the right to withdraw from the consent of media usage in written form to info@forum-bayreuth.de.

Final clause

The present terms and conditions might be modified depending on changes in the guidelines of the Franco-German Youth Office. These modifications can concern the conditions of reimbursement of travel expenses in particular.

Bayreuth, October 2021