

General terms for the events of the IFS Academy

1. Applicability

The general terms and conditions correlate to the seminars, congresses, workshops and events organised and executed by IFS Management GmbH. The following terms and conditions regulate the contractual relationship between the participants of the above events and IFS Management GmbH. Deviating terms and conditions from the participant/ or the participants' company are not valid.

2. Events: participation and registration

A registration has to be made in writing. Registrations per telephone cannot be considered. To register, please send an email to academy@ifs-certification.com.

Your registration is binding and will be processed in chronological order. You will receive a confirmation of your booking containing relevant information. The participation fee, plus VAT, is valid for one person and one particular event at one particular date. It includes the seminar documents and the catering for the duration of the on-site events. Accommodation expenses, as well as subsistence expenses, have to be accounted for by each participant individually in coordination with the hotel.

3. Cancellation of events

IFS Management GmbH is authorised to cancel the event due to circumstances beyond the control of IFS and due to an important reason (for instance acute sickness of the trainer, insufficient number of participants). In this case already registered participants will be informed immediately and already paid attendance fees will be refunded. The right for a respective refund concerning travelling, accommodation and absenteeism expenses is excluded.

4. Payment/cancellation/change in booking

Bank transfer: The invoiced amount is to be paid without deductions 2 weeks after the invoice is received.

Credit card transfer¹⁾²⁾: The amount is to be paid without deductions 4 weeks prior to the event.

1) Option is only available for non-exclusive auditors

2) By choosing the credit card payment option, you automatically agree to receive the invoice as a PDF by email

Payments after this will be retained and can be used for another event. If this is not desired, the amount will be refunded for an administration fee of 10 %.

Provided that the registered participant is inhibited from participating, it is possible to send a substitute for the booked event without any extra charges. Cancellations and changes are only accepted if they are made in writing. They are free of charge if made 4 weeks prior to the event. Up to a week prior to the event the charges for cancellations amounts to 50 % of the participation fee. Less than 1 week before the start of the event the full participation fee is to be paid. The same applies in case of non-attendance. For changes, 10 % of the participation fee will be invoiced plus fixed costs if on-site.

IFS Management GmbH shall be entitled to charge 5 % of the participation fee, if the invoice needs to be adjusted due to the fault of the buyer.

5. Subject to change

The content, course and trainer of the event can be changed in line with the character of the event. The IFS Academy is entitled to replace the designated trainer(s) in case of need (e.g. illness, accident) by a substitute with the same thematic qualifications.

6. Copyright

The copyright for the entire documentation resides with IFS Management GmbH. Duplication, transfer and other usage of the seminar documents is not permitted.

7. General terms

The German law applies to the exclusion of the United Nations Convention on Contracts for the International Sale of Goods.

Place of fulfilment and jurisdiction: Berlin-Mitte
Effective September 2025
IFS Management GmbH