

SEMINARS · SMART ACADEMY · GIMBORN ON TOUR

Terms of Participation

General terms and conditions for participation in events of IBZ Schloss Gimborn e.V.

01 SCOPE AND ORGANISER

These terms apply to all on-site and online events of Informations- und Bildungszentrum Schloss Gimborn e.V. (Information and Education Centre Gimborn Castle), Schlossstr. 10, 51709 Marienheide, Germany (hereinafter “IBZ”). The IBZ is a recognised institution of continuing education under the Continuing Education Act of the State of North Rhine-Westphalia.

These terms apply to bookings made from 1 October 2026 for events from 1 January 2027. Events in 2026 remain subject to the previous terms of participation. Supplementary agreements may be made with authorities and cooperation partners; in the event of deviations, these take precedence.

02 PARTICIPATION

IBZ events are generally open to anyone aged 16 or over; minors require the consent of their legal guardians. If a seminar is aimed at a specific target group or requires particular prior knowledge, the IBZ will state this in the seminar description.

03 REGISTRATION AND CONCLUSION OF CONTRACT

(1) Registration is made via the IBZ booking portal (www.ibz-gimborn.de). In exceptional cases, registration by email is possible.

(2) By submitting your registration you make a binding offer. You will first receive an acknowledgement of receipt. The contract is concluded only upon the IBZ’s booking confirmation.

(3) Registrations are considered in the order in which they are received. If a seminar is fully booked, you may be placed on the waiting list.

(4) When registering, please state who will receive the invoice: yourself, a seconding authority or police unit, or an IPA section. If the invoice is to be sent to a different recipient, their full address and, where applicable, a file reference or purchase order number must be provided.

(5) By registering, you confirm that you have taken note of these terms and accept them as part of the contract.

04 PRICES AND DISCOUNTS

- (1) The prices shown in the booking portal at the time of registration apply. The total price consists of the seminar fee and the costs of accommodation and meals. These components are shown separately on the invoice.
- (2) Members of the International Police Association (IPA) and of IBZ Schloss Gimborn e.V. receive a reduced member price. For registrations received by the date stated for the respective seminar, members additionally benefit from the early bird price. The date of receipt of the registration by the IBZ is decisive.
- (3) Membership must be evidenced at registration by stating the membership number. If membership cannot be evidenced, the regular price will be charged.
- (4) Where a participant is officially seconded by an authority, the regular price applies; member and early bird prices do not apply in this case.
- (5) Many IPA sections provide financial support for their members' participation. The amount, procedure and availability of such subsidies are determined exclusively by the respective IPA section.

05 SERVICES

- (1) Unless otherwise stated in the seminar description, the total price includes:
 - ▣ accommodation in a single room for the nights provided for in the seminar programme,
 - ▣ full board as per the seminar programme (breakfast including breakfast beverages, lunch and dinner),
 - ▣ all professional and educational services, and
 - ▣ Wi-Fi for the duration of the stay.
- (2) In particular, drinks other than at breakfast and transfers are not included. These are settled on site.
- (3) Arrival on the day before or an additional night after the seminar (each including breakfast) can be added when registering at the prices shown in the booking portal; it will be included in the seminar invoice. Later requests are subject to availability.
- (4) Subject to prior registration and availability, the IBZ offers a shuttle service between Gimborn Castle and Engelskirchen station, Cologne main station and Cologne/Bonn airport. The charges are as stated in the booking portal.
- (5) The total price is a package price. Deviations from the seminar programme (e.g. participation without accommodation) are only possible by arrangement at the time of registration. A later reduction of booked services is deemed a partial cancellation; the cancellation periods under section 8 apply.

06 PAYMENT

- (1) Following the booking confirmation, you or the designated invoice recipient will receive the invoice by email. The invoice amount is payable without deduction within 14 days of the invoice date.
- (2) Payment can be made by bank transfer to one of the following accounts:

Sparkasse Gummersbach | IBAN: DE08 3845 0000 0000 2918 07 | BIC: WELADED1GMB
Postbank Köln | IBAN: DE65 3701 0050 0008 8015 05 | BIC: PBNKDEFF

In addition, the payment methods offered in the booking portal (for example SEPA direct debit or credit card) may be used.

- (3) When paying by bank transfer, please state the invoice number and the participant's name.

(4) If participants are in default with payments due, the IBZ may refuse participation until the outstanding amount has been paid in full. Participation not taken up for this reason is deemed a cancellation within the meaning of section 8. This does not apply to invoices to authorities with which payment after the end of the seminar has been agreed. Otherwise, the statutory provisions on default apply.

07 RIGHT OF WITHDRAWAL FOR CONSUMERS

Consumers (within the meaning of Section 13 of the German Civil Code) have a statutory right of withdrawal in accordance with the following information.

Right of withdrawal

You have the right to withdraw from this contract within fourteen days without giving any reason. The withdrawal period is fourteen days from the day the contract is concluded. To exercise the right of withdrawal, you must inform us

IBZ Schloss Gimborn e.V.
Schlossstr. 10, 51709 Marienheide, Germany
Phone: +49 2264 40433-0 | Fax: +49 2264 40433-69
Email: info@ibz-gimborn.de

of your decision to withdraw from this contract by an unequivocal statement (e.g. a letter sent by post or an email). You may use the attached model withdrawal form, but it is not obligatory. To meet the withdrawal deadline, it is sufficient for you to send your communication concerning your exercise of the right of withdrawal before the withdrawal period has expired.

Effects of withdrawal

If you withdraw from this contract, we shall reimburse to you all payments received from you, including the costs of delivery (with the exception of the supplementary costs resulting from your choice of a type of delivery other than the least expensive type of standard delivery offered by us), without undue delay and in any event not later than fourteen days from the day on which we are informed about your decision to withdraw from this contract. We will carry out such reimbursement using the same means of payment as you used for the initial transaction, unless you have expressly agreed otherwise; in any event, you will not incur any fees as a result of such reimbursement.

If you requested to begin the performance of services during the withdrawal period, you shall pay us an amount which is in proportion to what has been provided until you have communicated to us your withdrawal from this contract, in comparison with the full coverage of the contract.

End of withdrawal information

Model withdrawal form

(Complete and return this form only if you wish to withdraw from the contract.)

To: IBZ Schloss Gimborn e.V., Schlossstr. 10, 51709 Marienheide, Germany, email: info@ibz-gimborn.de

I/We (*) hereby give notice that I/We (*) withdraw from my/our (*) contract for the provision of the following service (*):

Ordered on (*):

Name of consumer(s):

Address of consumer(s):

Signature of consumer(s) (only if this form is notified on paper):

Date:

() Delete as appropriate.*

08 CANCELLATION BY PARTICIPANTS

- (1) You may cancel your booking at any time before the event begins. Cancellation must be made in text form (e.g. by email) or via the booking portal. The date of receipt by the IBZ is decisive.
- (2) In the event of cancellation, the IBZ charges the following cancellation fees, based on the total price of the booking including any added services:
 - up to 42 days (six weeks) before the event: **processing fee of € 50.00**,
 - up to 14 days before the event: **50 %**,
 - thereafter and in case of no-show: **100 %**.
- (3) You are entitled to prove that the IBZ has incurred no damage or significantly less damage.
- (4) Instead of cancelling, you may name a substitute participant free of charge at any time, provided that this person meets the participation requirements. Any resulting price difference (e.g. between member and regular price) will be settled.
- (5) The statutory right of withdrawal under section 7 remains unaffected.
- (6) The IBZ recommends taking out seminar or travel cancellation insurance.

09 SERVICES NOT USED

If participants do not use individual services due to early departure, illness or other reasons for which the IBZ is not responsible, there is no entitlement to a pro-rata refund.

10 CANCELLATION AND CHANGES BY THE IBZ

- (1) The IBZ may cancel an event if the minimum number of participants stated in the seminar description is not reached, if the speaker is unable to attend and no equivalent replacement can be found, or for other important reasons for which the IBZ is not responsible (e.g. force majeure). The IBZ will inform participants without delay.
- (2) In the event of cancellation, any amounts already paid will be refunded in full. Further claims, in particular for reimbursement of travel or cancellation costs, are excluded unless otherwise provided in section 15. We therefore recommend booking travel only once the event has been confirmed.
- (3) The IBZ may make reasonable changes for organisational or educational reasons, for example to times and schedules, by engaging other speakers, or by dividing or combining seminars, provided that the overall nature of the event is not significantly changed. The use of a substitute speaker does not entitle participants to cancel free of charge.

11 ONLINE EVENTS

- (1) For online events, participants will receive their access details in good time before the start. Access details are personal and must not be passed on to third parties. Recording by participants is not permitted.
- (2) Participants are responsible for the technical requirements on their side (device, internet connection, software).
- (3) Section 8 applies accordingly to cancellations, based on the seminar fee.

12 PRACTICAL TRAINING, VEHICLES AND SERVICE WEAPONS

- (1) Participation in practical training (e.g. operational and firearms training, tactical first aid, driving safety training) is at participants' own responsibility. Participants must be medically fit and follow the trainers' instructions. Before the start, the declarations presented by the IBZ or the trainers must be signed; without them, participation in the practical part is not possible.
- (2) For motorcycle and driving safety training, participants must hold a valid driving licence for the relevant vehicle class and bring a registered, insured and roadworthy vehicle as well as suitable protective clothing.
- (3) Service weapons and ammunition may only be brought after prior agreement with the IBZ. Participants are responsible for safe storage in accordance with firearms and service regulations.
- (4) The IBZ's liability under section 15 remains unaffected.

13 CERTIFICATE OF ATTENDANCE AND SEMINAR MATERIALS

- (1) Participants receive a certificate of attendance if they have attended the event regularly, as a rule with attendance of at least 80 % of the seminar time. For certification courses, the requirements stated in the seminar description apply.
- (2) Seminar materials are protected by copyright and intended exclusively for personal use. Reproduction, distribution or publication without the consent of the IBZ or the speakers is not permitted.

14 EDUCATIONAL LEAVE AND SPECIAL LEAVE

The IBZ is recognised as a continuing education institution in all German federal states in which there is a statutory right to educational leave. Civil servants may be eligible for special leave, depending on their employer.

Depending on the federal state, the IBZ must apply for recognition of the individual event up to twelve weeks before it begins. Please therefore instruct the IBZ in good time, at the latest twelve weeks before the event, and request the necessary documents. For later requests, the IBZ cannot guarantee timely recognition.

The deadlines for applying to your employer are governed by the law of the respective federal state and are your responsibility.

15 LIABILITY

(1) The IBZ is liable without limitation for intent and gross negligence and for damage resulting from injury to life, body or health.

(2) In cases of slight negligence, the IBZ is only liable for breach of material contractual obligations, the fulfilment of which is essential for the proper performance of the contract and on the observance of which participants may regularly rely. In this case, liability is limited to the foreseeable damage typical for the contract. Otherwise, liability for slight negligence is excluded.

(3) The above limitations also apply in favour of the IBZ's legal representatives, employees and vicarious agents. Statutory liability for items brought onto the premises (Sections 701 et seq. of the German Civil Code) remains unaffected.

(4) The IBZ's leisure facilities (e.g. sauna and gym) are used at participants' own responsibility. Sports equipment must be checked before use, and the instructions on site must be observed. The IBZ's liability is governed by paragraphs 1 to 3.

(5) The participation fee does not include any insurance. The IBZ recommends considering seminar or travel cancellation insurance and, where appropriate, accident, liability, luggage and international health insurance.

16 HOUSE RULES, ARRIVAL AND DEPARTURE

Details of arrival and departure (room check-in, key handover for late arrival, departure) will be provided by the IBZ in good time before the seminar. The IBZ house rules apply during the stay. In the event of serious or repeated breaches, the IBZ may exclude participants from further participation; in this case there is no entitlement to a refund.

17 DATA PROTECTION

(1) The IBZ processes participants' personal data for the performance of the contract (Art. 6(1)(b) GDPR) and to comply with legal obligations, in particular under tax and commercial law (Art. 6(1)(c) GDPR). Details can be found in the privacy policy at www.ibz-gimborn.de.

(2) For the purpose of running the event, speakers receive a list of participants (name, authority or organisation, country). The list is only shared with other participants with your consent.

(3) The IBZ informs participants by email about its own similar events (Section 7(3) of the German Unfair Competition Act). You may object to this use at any time without incurring any costs other than the transmission costs according to the basic rates; every such email contains a reference to this right.

18 PHOTO AND VIDEO RECORDINGS

- (1) Photos and videos may be taken during events for documentation and for the public relations work of the IBZ and the IPA (e.g. website, social media, annual report). The legal basis is the IBZ's legitimate interest in presenting its educational work (Art. 6(1)(f) GDPR).
- (2) Individual or portrait photographs are only published with your consent (see paragraph 4).
- (3) If you do not wish to be photographed or filmed – in particular for official reasons – please inform the seminar management before the seminar begins. You may object to the use of recordings of yourself at any time (Art. 21 GDPR); recordings already published will be removed as far as possible.
- (4) When registering, you may voluntarily consent to recordings in which you are identifiable also being published as individual photographs. Consent is not a condition of participation and may be withdrawn at any time with effect for the future.
- (5) Audio or video recording of seminar content by participants is only permitted with the speakers' consent.

19 FINAL PROVISIONS

- (1) The law of the Federal Republic of Germany applies. For consumers, this choice of law applies only insofar as it does not deprive them of the protection of mandatory provisions of the law of the country of their habitual residence.
- (2) The place of jurisdiction for merchants, legal entities under public law and special funds under public law is the registered office of the IBZ.
- (3) The IBZ is neither willing nor obliged to participate in dispute resolution proceedings before a consumer arbitration board.
- (4) Should individual provisions of these terms be or become invalid in whole or in part, the validity of the remaining provisions shall not be affected.
- (5) These terms are available in German and English. In the event of discrepancies, the German version shall prevail.