

IALC Workshop

General Terms and Conditions

1. Full payment must reach IALC within 5 working days of receipt of the invoice and/or no later than **29th April 2022**.
2. IALC offers each agency one room inclusive of breakfast from **23rd May to 26th May 2022** (3 nights). You can share this room with a companion or additional delegate. Delegates are responsible for any additional hotel nights and incidental costs incurred during their stay, payable directly to the hotel on check out.
3. Delegates will not be added to the Marcom appointment schedule until full payment has been received.
4. The minimum age for participation is 16 years. 16 year olds pay the full delegate rate.
5. Your invoice is your receipt. If you require a special receipt or stamp, please contact us.
6. All changes must be notified to us in writing – workshop@ialc.org
7. All cancellations must be notified in writing - workshop@ialc.org
 - a. Cancellations received on or before **29th April 2022** will be fully refunded.
 - b. Cancellations received after **29th April 2022** will not be refunded.
8. By completing the application form you agree for your agency to be assessed for workshop registration status.

Visa Policy

Electronic visas will only be issued after receipt of the workshop registration fee. If a delegate requires a paper copy of a visa to be sent, then this will only be issued after receipt of the workshop registration fee and courier/postage costs. If a delegate is unable to attend due to an unsuccessful visa application, their Workshop registration fee will be refunded in full. However, the cost of the courier/postage is non-refundable. If a delegate notifies us before **22nd April 2022**, their Workshop registration fee will be refunded within 10 working days. However, if we receive the notification after **22nd April 2022**, we will not be able to process the refund until **6th June 2022** at the earliest.

Workshop Protocol

1. Agency working delegates must attend all morning and afternoon sessions of the IALC workshop on Tuesday 24th May and Wednesday 25th May and make at least **20 appointments** with IALC schools over the two days.
2. Hosted agencies may not sell non-IALC language schools to other agents or trade with non-IALC language schools during this two-day workshop or you will be charged for the full cost of your participation.

IALC Workshop Covid Policy

The safety of our delegates and staff is our top priority.

Please be aware that you this event will be run according to the following structure:

1. Delegates must present either their **Covid Pass** (or Equivalent) to show they are fully vaccinated or a **Certificate of Recovery from Covid** (date must be valid for the duration of the event or the FAM trips if applicable). Delegates without either of these documents will not be approved for the IALC Workshop.
2. ALL delegates and staff will be given **Lateral Flow Tests** and must **self-test every day of the event**. A negative test must be shown upon arrival at the registration desk before entry into the conference area. Anyone who tests positive needs to stay in their hotel room and we will proceed according to the local Covid regulations.
3. We ask **ALL delegates to wear a mask at all times**, unless eating and drinking. This is to comply with Local Covid rules at the time for registration. If the guidance from the German government should change, then we will follow accordingly. We will always fully comply with local laws within the hotel, conference areas and all evening venues.

Please help us to help protect you!