



# Event Registration Rules

## Seminars, courses or other events administered by Onix AS

- Everyone is welcome to attend an Onix event.
- Registration is legally binding.
- Registration should take place no later than two weeks before the start of the event.
- If you are prevented from attending the event, you may send a colleague instead.
- If no one is registered two weeks before the start of the event, it may be cancelled at our discretion.
- When possible, event attendance may be registered until the day before the start of the event.
- Any event cancellations must be done in writing.
- If you cancel your registration at least 14 days before the start of the event, no course fee will be charged.
- If you cancel your registration later than 14 days before the start of the event, a full course fee will be charged.

## Free events

- For events that are free, a cancellation fee will be charged in case of no-show.
- Such a cancellation fee is also charged if cancellation occurs later than 14 days before the free event.

## Online course / webinar

- Registration is binding.
- If no one is registered one week before the start of the course, it may be cancelled.
- Registration must therefore take place no later than one week before the start of the online course or webinar.
- Participants may register until the day before the course starts.
- If you are prevented from attending the course, a colleague may attend in your absence.
- All cancellations must be done in writing.
- If you cancel your registration at least 7 days before the start of the event, no course fee will be charged.
- If you cancel your registration later than 7 days before the start of the event, a full course fee will be charged.

## Reservations for all types of events

- We reserve the right to make changes for all types of events due to conditions beyond our control.
- If we must cancel an event, no event fee will be charged.
- Onix AS is not responsible for other or additional financial consequences as a result of cancelled events.



### What does the participation fee include?

- We invoice the course no later than at the start of the course.
- Each event invitation describes what is included in your participation fee.
- Some events have catering such as lunch and coffee breaks. Contact us if you have allergies or special dietary wishes. We will do our best to meet your needs.
- Please contact us in advance of the event if other facilitation needs are required.

### Registration

- You can sign up for courses via our website at [www.onix.com](http://www.onix.com).

### Information required for each participant:

- Name of participant
- Participant's email address and mobile number
- Name of company
- Company contact person's name, email address and mobile number (if different from participant name)
- Billing address and PO if required by company

*Do you have any questions? Contact us via <https://www.onix.com/>*