

## Registration form

### Participant (m/f/d)

1.

First name, last name, position

Company

Address

E-Mail

2.

First name, last name, position

Company

Address

E-Mail

3.

First name, last name, position

Company

Address

E-Mail

4.

First name, last name, position

Company

Address

E-Mail

### When registered by the company

Company

Address

Phone

Contact person

Position

E-Mail

### Corporate Sustainability Reporting Manager (ESRA)

#### Course fee

€9,000  
(€10,710 incl. VAT, Germany only)

#### Early Bird Course fee

Company: €5,000  
(€5,950 incl. VAT, Germany only)  
Individuals, NGOs: €2,500  
(€2,950 incl. VAT, Germany only)



The registration is binding. Substitution of the registered person(s) is possible. Program subject to change. The general conditions of participation of macondo publishing GmbH apply.

### Privacy policy

By registering, the general conditions of participation of macondo publishing GmbH are expressly acknowledged; you will find them on the next page.

Place, date

Signature of participant

In case of registration by the company:  
Stamp and signature of employer

# General Conditions of Participation of the ESRA Academy

## 1. Scope

These general terms and conditions of participation govern the details of participation in all European Sustainability Reporting Academy (ESRA) training and continuing education programs offered by macondo publishing GmbH.

## 2. Registration

2.1 The registration form must be completed with the required information, signed, and sent to ESRA Academy, macondo publishing GmbH. The registration can be made in writing by mail or by fax. With the registration, the participant or, in the case of registrations by the employer, the participant's employer offers to conclude a binding contract for participation in the respective ESRA Academy event designated in the registration form; the participant or his/her employer is bound to the application with his/her signature. The ESRA Academy confirms receipt of this application (confirmation of receipt) in writing or by e-mail. The offer then still requires acceptance by the ESRA Academy. This is done by the ESRA Academy by declaring in writing or by e-mail that the participant has been admitted to the respective event (admission declaration).

2.2 Ancillary agreements to these terms and conditions shall only be effective if they have been stipulated in writing between both parties. Unilateral reservations or conditions in connection with the registration shall not become subject matter of the contract.

## 3. Services

3.1 The scope of the contractual services results from the respective information documents for the events as well as the further details specified in the registration form. 3.2 If, at the time of application or admission, the location and time for the individual events have not yet been specified in the information documents or application forms, ESRA Academy will announce these dates in good time. 3.3 In the case of content provided digitally, error-free display may depend on technical requirements at the recipient's end (for more information, please refer to the respective product description).

## 4. Performance changes

4.1 The ESRA Academy reserves the right to change the program of the events, insofar as this is necessary and the subject of the event is not restricted by this, as well as to appoint a substitute speaker in exceptional cases. The ESRA Academy will inform the participants about the respective changes in due time.

4.2 The implementation of the individual events is dependent on the participation of a minimum number of participants. If the minimum number of participants is not reached, the ESRA Academy may postpone or cancel the event. ESRA Academy will immediately inform participants of the failure to hold the event and notify them of the alternative date or refund any fees already paid.

4.3 ESRA Academy is authorized to change the venue of the event, which must be communicated to the participants immediately.

4.4 If individual teaching units (i.e. individual lessons) cannot be held, the participant has no right to an alternative date or reimbursement of participation fees.

4.5 In the event that a complete event is not held because the speaker is unable to attend, the ESRA Academy will attempt to offer an alternative date. If the participant is prevented from attending at the time of the replacement date, he or she may demand reimbursement of any pro rata or the entire participation fee already paid.

## 5. Terms of payment

5.1 The ESRA Academy receives the remuneration shown in the registration form. The participation fees do not include the statutory value-added tax.

5.2 The participation fee is due upon receipt of the invoice and must be paid within the specified payment period.

5.3 Receipt of payment of the participation fee by macondo publishing GmbH is a prerequisite for the provision of services by the ESRA Academy and for participation in the events. If payment is not made on time, the participant can be excluded from participation at any time. The participant is liable for any resulting damage.

## 6. Withdrawal and non-participation

### 6.1 Education and training programs

The participant or his/her employer, if the participant was registered by the employer, may cancel his/her registration for a training program in writing until receipt of his/her confirmation of receipt by the ESRA Academy, without incurring any costs. If a written cancellation is made after the confirmation of receipt has been sent by the ESRA Academy and before the declaration of admission has been sent, an expense allowance in the amount of one third of the normal participation fee for the corresponding event plus VAT is due. If participation is cancelled after the declaration of admission has been sent, the full participation fee will be due. However, the participant or his/her employer, if the participant was registered by the employer, may name a substitute person. ESRA Academy may object to the participation of the substitute person if the substitute person does not meet the special requirements for participation in the training or continuing education program. If a substitute person participates, he or she is jointly liable with the participant or his or her employer, if the participant was registered by the employer, for reimbursement of the participation fee. The participant or his/her employer, if the participant was registered by the employer, is obliged to reimburse the full participation fee, even if the participant does not attend the training program. This also applies to the booking of partial events.

### 6.2 Distance learning

If the booked event is a program designated as distance learning, it can be terminated without giving reasons for the first time at the end of the first six months after conclusion of the contract with a notice period of six weeks, and after the end of the first six months at any time with a notice period of three months. In the event of termination, the participant or his/her employer, if the participant was registered by the employer, shall pay the portion of the remuneration corresponding to the term of the contract. Participation fees up to the end of the notice period will not be refunded.

## 7. Cancellation policy

7.1 Right of withdrawal for consumers You have the right to revoke this contract within fourteen days without giving any reason. The withdrawal period is fourteen days from the date of conclusion of the contract. To exercise your right of withdrawal, you must send us ESRA Academy, macondo publishing GmbH, Dahlweg 87, D - 48153 Münster, Germany, Tel. +49 (0) 251-200 78 2-0, Fax: +49 (0) 251-200 78 222, macondo.de, bestellung@macondo.de by means of a clear declaration (e.g. a letter sent by post, fax or e-mail) about your decision to revoke this contract. To comply with the revocation period,

it is sufficient that you send the notification of the exercise of the right of revocation before the expiry of the revocation period.

## 7.2 Consequences of revocation

If you revoke this contract, we must reimburse you for all payments we have received from you immediately and at the latest within four weeks of the day on which we received notification of your revocation of this contract. For this repayment, we will use the same means of payment that you used for the original transaction, unless expressly agreed otherwise with you.

## 8. Liability

8.1 In principle, ESRA Academy is only liable in the case of intent or gross negligence.

Liability for slight negligence can only be considered in the case of injury to life, body and health or in the case of breach of cardinal obligations (i.e. those that are essential for the achievement of the contractual objective).

8.2 ESRA Academy assumes no liability for personal injury or property damage that occurs during the journey to and from the event locations.

8.3 Insofar as the ESRA Academy provides digital content, the ESRA Academy is not responsible for malfunctions that have their cause outside the control of the ESRA Academy, e.g. faulty transmission on the Internet.

## 9. Confidentiality

9.1 The event documents are protected by copyright. All rights are reserved by the ESRA Academy. Duplication, distribution, processing or public reproduction requires the prior written consent of ESRA Academy.

9.2 Access data to a closed area on the Internet (ESRA Academy Intranet), which are assigned in connection with a registration, may not be passed on to third parties. In case of violation, access may be blocked.

9.3 The participants are obliged to treat all information related to other participants and speakers as strictly confidential, as well as such information that is related to the implementation of the event.

## 10. Privacy

10.1 For the purpose of registration processing, the execution of the event, the participant's details are processed and, if necessary, passed on to cooperation partners for the execution of the contract. For the purpose of contract execution and determination of the reduced participation fee, if applicable, participants give consent to the ESRA Academy with the registration.

10.2 Furthermore, ESRA Academy would like to inform the participant in the future about its other events and publications by e-mail and/or post and send the participant corresponding information material. The participant may object to this sending of information at any time without incurring any costs other than the transmission costs according to the prime rates. The objection must be sent to: ESRA Academy, macondo publishing GmbH, Dahlweg 87, D - 48153 Münster, Germany, Tel. +49 (0) 251-200 78 2-0, Fax: +49 (0) 251-200 78 222, macondo.de, bestellung@macondo.de.

## 11. Final provisions

11.1 In the event of force majeure, the ESRA Academy is released from its obligation to perform for the duration of the hindrance. Force majeure includes fire, strike, lockout and other circumstances for which the ESRA Academy is not responsible, but which make the services of the ESRA Academy significantly more difficult or impossible.

11.2 Should individual provisions of these Terms and Conditions be or become invalid, this shall not affect the validity of the remaining provisions. In place of an invalid provision, the parties shall find a provision that comes as close as possible to the economic objective intended by the invalid provision in a legally permissible manner. If a loophole should occur in these terms and conditions, the parties shall find or allow a provision to apply which corresponds to what they would have agreed if they had considered the point left open.

11.3 This agreement is subject to German law. The place of jurisdiction for all legal disputes arising from this contractual relationship is Münster/Westphalia.

## Declaration of consent according to DSGVO

### 1. Data collected

The following personal data is processed for further training within the framework of the ESRA Academy:

- Name, first name
- Company
- Company address
- Position in the company
- E-mail address
- Tel number

The above data is collected for the purpose of course implementation and participant communication and is also stored on the servers of macondo publishing GmbH. The data can only be viewed and processed by authorized persons. If further data is required, the user's consent is again required separately. The collected data is deleted after 24 months.

### 2. Right of withdrawal

The signatory of the registration form has the right to revoke this consent at any time without giving reasons with effect for the future. An e-mail to bestellung@macondo.de is sufficient for this purpose. The lawfulness of the processing carried out on the basis of the consent until the revocation is not affected by the revocation. Consequences of not signing: The signatory has the right not to agree to this declaration of consent. However, since our training relies on the processing of the data mentioned at the beginning, failure to sign would preclude the use of ESRA training.

### 3. Consent

By registering for the course offer, the undersigned affirms that he/she voluntarily consents to the collection and processing of his/her data by macondo publishing GmbH for the purpose of the ESRA training courses and that he/she has been informed about the data processing and his/her rights.

Münster, February 2023