



## **Terms and conditions of participation**

### **Selection**

1. Participation is only open to **members of the judiciary from EU Member States**.
2. The number of places available is limited. Participation will be subject to a selection procedure. Selection will be dependent on:
  - i. the relevance of the seminars to the professional life of the applicant;
  - ii. geographical and linguistic balance among the participants will be sought;
  - iii. In case of exceeding applications, only one person per institution may be accepted.
3. Applications can be made until **21<sup>st</sup> of August 2015**
4. A response will be given to every applicant of this conference shortly after this deadline. **We advise you not to book any travel or hotel before you receive our confirmation.**

### **Registration Fee**

5. There is no registration fee.

### **Travel expenses**

**The travel expenses will be reimbursed to a maximum of 300 euros**, only participants coming from abroad (including taxi costs) and subject to the submission of the originals of travel receipts (like flight ticket, boarding pass, train ticket, taxi bill, etc.). Participants are advised of the obligation to use the most cost-efficient mode of transport available.

### **Accommodation**

7. **Maximum 2 hotel nights** will be covered directly by ERA, only for the hotel booked by ERA.

### **Other services**

8. Lunches, beverages consumed during the event and the workshop documents are offered by ERA.

### **Participation**

9. Participation to the whole conference is required and your presence will be monitored.
10. A list of participants including each participant's address will be made available to all participants unless the ERA receives written objection from the participant no later than one week prior to the beginning of the event.
11. The participant's address and other relevant information will be stored in the ERA's database in order to provide information about future ERA events, publications and/or other developments in the participant's area of interest unless the participant indicates that he or she does not wish ERA to do so.
12. A certificate of attendance will be distributed at the end of the conference.

### **For further information:**

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