

I. REGISTRATION AND PARTICIPATION FEES

- a. The applicant is legally responsible for the integrity of his application data.
- b. Application is done only via the online application form on halpraxis.com.
- c. The applicant will receive a confirmation within 3 working days. Knowing that, Hal Praxis maintains all the rights to reject any application if it seemed irrelevant.
- d. Special rates are provided for early bird applications and for group bookings.
- e. Participation fees vary per workshop and per hosting country.
- f. No prepayments are required upon application. The applicant has the right to cancel his booking anytime without penalties.
- g. Unsatisfied attendees can leave the event after the first session prior to signing-in (registration) and accordingly will not be invoiced.
- h. Payment is due only for participants who register/sign-in and fully attend the workshop. An invoice is sent by email right after the workshop. Payment shall be carried out via bank transfer to Hal Praxis's bank account as indicated in the invoice.

II. SERVICE STANDARDS

- a. The instructor is a subject-matter expert who is trained on effective workshop facilitation.
- b. The maximum number of attendance per workshop is 35.
- c. In case of sudden cancellations, travelling participants will be fully refunded their travel expenses.
- d. During full day workshops a 3-course lunch along with 2-3 coffee breaks with snacks are served.
- e. All stationary and workshop tools are provided by Hal Praxis without any extra charge.
- f. The participation certification is sent by email within 5 working days after the workshop.
- g. Accommodation is on the participant's expense however discounted accommodation can be provided in the hosting hotel.
- h. Airport pickups or other escorting services are not included. However, the support team will be assisting with emergencies.
- i. Workshops are held in well-equipped venues that provide excellent hospitality standards.
- j. State of art facilitation techniques will be applied to ensure optimal interaction in the workshop.
- k. The instructor's presentation does not exceed 60% of the session duration.
- l. Workshop material and complementary webinars are shared in less than 5 working days after the workshop, given that the participant have fully completed the due payment.

III CODE OF CONDUCT

- a. The recommended dress code is smart casual or semi-formal. Sportswear is highly unrecommended.
- b. Smoking or drinking alcohol during sessions is strictly forbidden and is only allowed in the designated areas during breaks.
- c. Participants can leave the room without permission for short personal breaks; however long absence is not favorable.
- d. Asking other participants for classified or sensitive business information is not recommended.
- e. Participants are required to respect the facilitator's instructions and avoid getting session out of order. Gentle disagreement with the facilitator is acceptable without incivility or compulsiveness.
- f. Inclinations towards political or religious topics is forbidden during session time and unrecommended during break time.
- g. It is strictly forbidden to show any sort of discrimination or judgment against other participants.
- h. Excessive interruptions, personal conflicts or heated discussions are not allowed.

- i. Each participant is responsible for his belongings. Hal Praxis is not responsible for lost items.
- j. Conforming with the regulations of the hosting country as well as the local norms is a must.
- k. Bringing any dangerous tools or substances to the workshop venue is strictly forbidden.
- l. Participants' companions are not permitted to attend the workshop sessions or breaks.
- m. Participants proceeding with actions that threaten the workshop success or participants' safety, will be immediately dismissed from the workshop and blacklisted.
- n. Committing any illegal actions during the workshop will be immediately reported to local law enforcement.

IV DATA PRIVACY & COPY RIGHTS

- a. Application data is securely stored and is not shared with any third parties without the applicant's consent.
- b. Application data can be shared with law reinforcement without the applicant's consent in the case of criminal investigation.
- c. Participant's business-related input shared before, during or after the workshop is non-disclosable to any external parties.
- d. Hal Praxis is the only party that holds the right to record the workshop sessions.
- e. It is strictly forbidden to record the workshops whether audio or video by any of the participants.
- f. Participants are allowed to take digital photographs in a manner that does not obstruct the session flow.
- g. All knowledge shared during Hal Praxis workshops and webinars is an intellectual property of the company and should not be duplicated or re-distributed without a written consent from Hal Praxis.
- h. Participants are recommended not to provide any proprietary information that might breach any intellectual property or confidentiality policy.
- i. Participants are permitted to share the workshop deliverables only with co-workers in the employing organization. However, sharing on social media or with other non-participating organizations is strictly forbidden and would entitle Hal Praxis to take legal actions against the leaking party.

Last Update: January 5th 2018

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