

## **EWEI PROJECTS**

### **TERMS OF REFERENCE**

#### **Applications and registrations**

- Your application form can either be submitted directly into the web portal or through any of our EWEI Promoters or Staff using the proper application form;
- Double-check your email address before submitting the form and make sure to give us the e-mail address you check on a daily basis. Most of our communications will be done via e-mail;
- Only fully completed applications will be accepted;
- The online forms are free and out of any charge. Your registration will be considered confirmed when you submit your first payment;
- Once registered, please periodically visit our website ([www.ew-ei.eu](http://www.ew-ei.eu)) to review any information useful for the Project you applied for;
- Make sure to contact the EWEI Staff in case urgent information is needed;
- Scholarships or general discount rates may not be available for all Projects or during the entire Registration Period. If you need further assistance on how to get a Scholarship please contact us before registering;
- While EWEI uses reasonable efforts to include accurate and up-to-date information on this website, errors or omissions sometimes occur;
- EWEI assumes no responsibility, and shall not be liable for, any errors or flights' inconveniences that may occur while planning your trip to one of the Projects;

#### **Payments and confirmation**

- The request for payment will reflect the total amount due according to the package(s) you selected upon registration. All payments must be submitted in accordance with the deadlines mentioned in each specific project's webpage or in the e-mail received from the dedicated EWEI Staff. Should one deadline be missed, EWEI can decide to unilaterally cancel your participation to the Project due to unpaid balance;
- Each participant will receive electronic confirmation of their registration and will be fully assisted by one of the members of our Staff;

- Supporting documents (e.g. Payment receipts) can be provided upon request. No confirmation e-mails or additional documents will be provided before having submitted your first payment due. No exceptions;
- Payments accepted: Paypal and Bank transfer.
- If you have restrictions by your Country on the transfer of funds to another Country (either by bank or credit card using Paypal), you are welcome to contact us and discuss the possibility of on-site payment. Your situation will be evaluated by the Secretariat;
- You can ask for assistance in case you want to change your Package before Registrations will be officially closed. EWEI might refuse your request in case full capacity is reached;
- If the maximum attendee capacity is reached, the organizers may reserve the right to refuse any registration by contacting the applicant(s). There could be other opportunities available and the Staff will be at your disposal for further assistance;

#### **VISA specifics**

- Any costs for Visa are not applicable to EWEI. In case of any VISA rejection, EWEI shall not be considered responsible for it;
- Each participant is responsible for having a valid passport for entry in any of the Countries where our Projects take place. We kindly encourage you to check its validity as soon as you register for the Project;
- Participants requiring a VISA for entry into the United States of America or in any other Country are advised to submit their application in their home country with reasonable advance prior to the intended date of travel and according to your local institutions' policy. Please check with the Embassy in your country to determine if a VISA is required;

#### **Cancellation and refund**

- Cancellation(s) and requests for refund may be submitted within the following time limit, according to the kind of project you registered for:  
*Model EU projects: 3 working days after the reception of the payment.*  
*Economic Diplomacy and WiP Study Missions: 10 working days after the reception of the first payment.*
- After the abovementioned time limit, requests for refund will not be accepted. However, upon presentation of a valid justification and after evaluation by the EWEI Secretariat, the amount paid may be redirected to the participation to another EWEI project taking place in the following 12 months.
- The requests for refund must be submitted via e-mail to [admin.courses@ew-ei.eu](mailto:admin.courses@ew-ei.eu)

## Logistics and security

- For any reason beyond our control (e.g. Conference Venue internal scheduling, Hotel check-in delays, strikes, flight delays) or any other cause or circumstance of whatsoever nature beyond our control that have an impact on the arrangements, timetables or planning, EWEI has the right to immediately alter the Project schedule or any of the arrangements, timetables, plans or other items relating directly or indirectly to itself. The participants shall not be entitled to any compensation for damages that result from such alteration or cancellation;
- The provision of contact details and personal information (for the purposes of the project and according to our privacy policy - <https://ew-ei.eu/privacy/>) is mandatory and must be submitted within the requested dates. In case of any delay, additional personal information cannot be approved and no access will be granted to the venues. When submitting your contact details and personal information you will be responsible for the correctness of it. EWEI shall not be considered responsible of any entry ban at any venue;
- For security reasons, EWEI can ask all participants to submit a valid document for proper checks. Personal information will be treated according to our privacy policy;

*Only for projects with accommodation included:*

- EWEI should not be considered direct responsible for any issue related to your assigned Hotel room. EWEI will always do its best to grant the needed support;
- Hotel special requests (e.g. wheelchairs access or single rooms) must be requested upon registration and may be fulfilled according to the Hotel's capacity.