

## ZOOM TECHNICAL TRAINING

Conditions valid for Professional & Expert technical training

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### ORDER & CANCELLATION POLICY

- In order to confirm the spot for the participant, we need to receive your PO and signed copy of this document.
- The Invoice will be sent 5 weeks before the training starts, with 30 days due date.
- In case the training fee is covered from Partner Incentive Program (PIP) fund, we need to receive signed copy of this document.
- Cancellations/rescheduling requests received at least 4 weeks prior to the training will receive a full refund.
- Fees are non refundable if the requests are received less than 4 weeks prior to the start date - this also applies to fees covered from Partner Incentive Program (PIP) funds.
- Refunds will not be allowed in the case of a "no-show."
- In the event that illness causes a class or a student in a class to require rescheduling, ZOOM International will not be liable for any client expenses incurred as a result.

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### CANCELLATION LIABILITY

- We reserve the right to cancel courses for any reason within 3 weeks of the scheduled start date.
- Liability is limited to the return of the training fee payment only.
- We will not reimburse registrants for any travel or hotel cancellation fees or penalties. It is our strong recommendation that you do not make any non-refundable travel arrangements.

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### ACCOMMODATION

We are more than happy to help you find the appropriate accommodation. We recommend the following hotels which are within walking distance of the training center:

- **Hotel ALWYN \*\*\*\***
  - A privately owned small hotel with superb service
  - The nearest available option, free WIFI
  - 300m from ZOOM, 4 min
- **Hotel Jurys INN \*\*\*\***
  - Hotel chain with good reviews at Booking.com
  - Free WIFI
  - 500m from ZOOM, 7 min
- **Hotel B&B \*\*\***
  - New hotel with very good reviews at Booking.com
  - Free WIFI, including breakfast, reasonable price
  - 350m from ZOOM, 4 min
- **Hotel PENTA \*\*\*\***
  - Hotel with very good reviews at Booking.com
  - free WIFI
  - 850m from ZOOM, 11 min
- **Hotel HILTON \*\*\*\*\***
  - An international hotel chain
  - Always refer to "Hilton Prague" and not to "Hilton Prague Old Town".
  - 450m from ZOOM, 7 min

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### TRANSPORT FROM & TO THE AIRPORT

We can arrange (but not cover the cost of) a comfortable means of transport from the airport. We can guarantee the lowest available rates with a excellent customer service. Someone carrying a card with your name on it will wait for you in the arrival hall. You can pay directly in the taxi with credit cards or cash.

If you would like to arrange this (taxi) transfer, please send your arrival flight details directly to Veronika Perůtková (veronika.perutkova@zoomint.com).

**By signing I agree with the above mentioned training conditions.**

**Type of training:**

**Training dates:**

**Name:**

**Signature:**

**Date:**