

## Fleet Forum Event Policy

### Training events

Fleet Forum reserves the right to cancel the registration to a training event if:

- The participant has not confirmed their attendance after receiving a registration email.
- The participant has not completed the mandatory pre-course activities.
- The participant has not completed the payment of the registration fee and does not respond to reminders.

### Fleet Forum Annual Conference

Fleet Forum reserves the right to cancel the registration to the annual conference if:

- The participant has not completed the payment of the registration fee and does not respond to reminders.

### Event changes

Fleet Forum reserves the right to cancel an event or change the date and location due to circumstances.

- In case of a full event cancellation, participants will be notified minimum 1 month prior to the event.
- In case of an alteration of event dates or location, participants will be notified minimum 3 weeks prior to the event.
- Fleet Forum does not accept any liability for costs incurred due to changes to event schedules. Participants are advised to take out travel insurance when booking flights and accommodation.

## Fleet Forum Cancellation Policy

### Cancellations

Cancellations made minimum 60 days prior to the start of the workshop will have the right to receive a full credit towards a future Fleet Forum event upon request. Credits may be applied within one year from the date of cancellation by the participant or a colleague from their respective organisation.

If an applicant cannot make it to the training, they are eligible to select a substitute participant from their organisation or implementing partners according to the following requirements:

- The substitute should have a suitable background to take part in the course.
- The learning agreement must be filled in and signed by both participant and supervisor.
- Any mandatory pre-course activities must be completed.

### Visa

Registrants of Fleet Forum events carry the responsibility to arrange a visa if necessary. Fleet Forum urges registrants to take note of the entry requirements of a visa application and allow enough time for visa processing. Upon request, Fleet Forum can provide an official letter of invitation to support the participant with their visa application.

### Cancellations due to visa issues

If a failed visa request causes you to cancel your attendance, Fleet Forum will handle a 30-day period to make your cancellation known. Participants who cancel within in that period will have the right to receive a full credit toward a future Fleet Forum event upon request. Credits may be applied within one year from the date of cancellation by the participant or a colleague from their respective organisation.

### Contact

For questions or queries regarding this policy, please contact us at: [info@fleetforum.org](mailto:info@fleetforum.org).