

Insightvoice Naikan Training Vienna

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email: naikan@insightvoice.at • info@naikan.eu
websites: www.insightvoice-naikan.at • www.naikan.eu



Registration form

Please send us a registration form including the following information:

name:.....

address:.....

email:.....

phone number:.....

I register for the following retreat:

title of retreat:.....

date of retreat:.....

location of retreat:

I agree to the terms of participations.

See our *Terms and Conditions* on pages 2 to 3 in this PDF or online:
<https://naikan.eu/english/cond.html>

date, signature:.....

I have read and I agree to the Privacy Policy.

See our *Privacy Policy* in the additional document *datap.pdf* or online:
<https://naikan.eu/english/datap.html>

date, signature:.....

After receiving your register form, we send you confirmation including all necessary information. We send it by email. If you wish to receive a printed version sent by post, please let us know.

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Terms and Conditions

Registration

If you want to participate at one of our retreats, please send a **registration form** to Insightvoice Naikan Training Vienna. Please indicate the name and date of the workshop or retreat and your personal information (name, address, phone number, email address) on your registration form.

After receiving your registration form, we send you **confirmation** including all necessary information.

Your registration form is binding. But only after receiving a **first payment** we guarantee a place in the retreat. The first payment is 50% of the retreat costs, except retreats of 5 days or longer. For retreats of 5 days or longer the first payment is Euro 240,-. The rest of the retreat costs are payable before or at the beginning of the retreat.

Payments

The payments can be made **cash** or through **bank transfer**.

Cancellation of participation

For retreats taking place at **Insightvoice Naikan Training Vienna** (Vienna, Austria) and for retreats taking place at **Naikan Haus Ingrid Stempel in Wartenberg** (near Munich, Germany) the following conditions apply:

For cancellation up to 10 days before the beginning of the retreat, we pay back the money already paid to us deducting a fee of Euro 25,-. You can also use the money already paid for other retreats or as credit note, in these cases we will not deduct any fee. For cancellation within 10 days before the beginning of the retreat, including non-participation without notification or leaving before the end of retreat, you have to pay the retreat costs in full.

For retreats taking place at **other locations** the following conditions apply:

For cancellation up to 35 days before the beginning of the retreat, we pay back the money already paid to us deducting a fee of Euro 25,-. For cancellation within 35 days up to 14 days before the beginning of the retreat, we charge 50% of retreat fee. For cancellation within 14 days before the beginning of the retreat, including non-participation without notification or leaving before the end of retreat, you have to pay the retreat costs in full.

Cancellation of retreats

If the minimum number of participants is not achieved or if the guide or instructor becomes ill, the organiser has the right to cancel the workshop at any time. In this case we pay back the money already paid in full.

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Preparatory talk

You have the possibility to demand a preparatory talk free of charge to check out if a co-operation is useful and effective. A preparatory talk can take place face-to-face or by phone or via skype. The function of the preparatory talk is to make clear the procedure (client's expectations, suitable offers, costs, schedule etc.).

Insightvoice Individual Sessions

Aside from retreats, you can also book individual sessions. Insightvoice individual sessions can take place as a face-to-face talk in Vienna or as a talk via online videochat.

A session lasts 60 minutes, if not agreed differently.
The fee has to be paid beforehand or directly at the session.

If you are not able to keep an appointment, I reserve the right to charge the full amount of fee if you cancel within 2 workingdays in advance.

Responsibility

The participation is of one's own free will and cannot replace medical or psychological treatment. The participants take full responsibility for themselves and their actions.

On principle we presume that you are in good health if you participate in a workshop. At any rate the capability of clear perception is necessary. If you have some **restraints as regards health** please contact us in advance. Restraints as regards health are for example consuming medication or other substances that reduce the capability of perception or ability of concentration (e.g. psychotropic drugs, addictive drugs), foods allergy (if it's a workshop including board and lodging) and other physical or psychological restraints that have to be taken under consideration.

Confidentiality

The entire personal information that participants give during the retreats, meetings and sessions are treated confidentially.

Personal data

If you register for a retreat or ask for information or make an appointment etc. you explicitly agree that your personal data will be processed to be able to execute your order.

Please find our Privacy Policy here: <https://naikan.eu/english/datap.html>

General guidelines

If any regulation of these terms of participation are not valid now or in the future, it does not have any effect on the validity of the remaining regulations. For these terms of participation the applicable law is Austrian law. In case of controversy the competent court of law is in Vienna, Austria.