

Practical information & Cancellation policy

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Registration

If you wish to participate in a training session, please follow these steps:

Click on the "Book a seat" button located on the specific page of the relevant training session.

Alternatively, select the "I register now" option for the relevant session listed on our training agenda.

Upon clicking, you will be redirected to your inbox where a new email containing the registration form will be automatically generated. Kindly complete the form with the required information, ensuring to include the necessary billing details for the invoicing process.

Once you have successfully registered for a training session, a member of **THE ACADEMY** team will reach out to you to confirm your details, validate your registration, and address any queries you may have.

Please be aware that your participation will only be confirmed upon receipt of the confirmation email.

Cancellation and substitution

You can cancel your registration for the scheduled training up to 5 business days before the training date, regardless of when you initially registered.

If you cancel later than this, a cancellation fee equivalent to 50% of the training session fee will apply.

Substitution of participants is allowed if you notify us in advance, up to 24 hours before the training date, via email at THEACADEMY@loyensloeff.com

Please note that we retain the right to postpone or cancel training sessions without incurring liability. In such instances, participants will be promptly notified before the scheduled training date.

Participation certificate

Upon completing one of our training sessions, you will receive a participation certificate via email.

Invoice

A few days after the training session, we will send you an email with our invoice, the training material and your participation certificate.

Location

LOYENS & LOEFF LUXEMBOURG SARL

18-20, rue Edward Steichen, L-2540 Luxembourg

Remote sessions

For remote sessions, you will receive an email containing the attendance link and all necessary information to join the session approximately 4-5 business days before the training date.

Microsoft Teams is the preferred tool for remote sessions. We encourage you to turn on your camera to facilitate interactions and connect a few minutes before the start time to ensure the training session begins on time.

Please note that recording our sessions is prohibited unless explicitly agreed upon in advance, in compliance with GDPR and other privacy considerations.

Parking

We do not have parking available on our premises, but there are several public parking options available close to our office:

- Parking Auchan: 5, rue Alphonse Weicker, L-2721 Luxembourg.

You have 3 different ways to access the parking:

- Avenue John Fitzgerald Kennedy, Luxembourg
 - Circuit de la Foire, Luxembourg
 - Rue Carlo Hemmer, Luxembourg
- Parking Luxexpo: 10 Circuit de La Foire Internationale, 1347 Luxembourg, Luxembourg

Pricing

The fees per person (excl. VAT) are indicated in the dedicated page of each session on our training agenda.

Duration

Each training session held in our premises include a break that provides an opportunity for networking over snacks or breakfast. Therefore, the overall duration of the event is slightly extended (by approximately 1 hour) if you wish to participate to the networking.