Event Participation Terms - Out Of Office / Studio 925 / Met Plaizier

1. Registration

Registration is done via our online form.

Except for Met Plaizier events, for which registration is done via the online form on www.metplaizier.be.

The number of places is limited; registrations are handled on a first-come, first-served basis.

Your registration is considered confirmed upon receipt of our confirmation email.

### 2. Participation & Payment

Some events are free, others are paid. The price is clearly stated on each event page.

Payment (if applicable) is required in advance. Details will be provided in the confirmation email or on the event page.

### 3. Cancellation & Withdrawal

If you are unable to attend, please notify us as soon as possible by email at admin@weareooo.be. For paid events:

Cancellation up to 5 working days before the event: full refund.

In case of late cancellation or no-show, no refund will be made, except in exceptional cases.

### 4. Modifications

Out Of Office reserves the right to change the date, program or venue of an event if necessary.

If we cancel the event, you will be fully refunded if applicable.

### 5. Photography & Video

Photos and/or videos may be taken during the event for communication purposes (website, social

media, newsletters).

By registering, you agree to this use. If you do not wish to appear, please inform us upon arrival.

6. Respect for the Venue and Participants

Please respect the venue, schedule, and other participants.

Any disrespectful behaviour may result in immediate exclusion without refund.

## 7. Accessibility

Our spaces are accessible to people with reduced mobility. If you have specific needs, please inform us when registering.

# 8. Personal Data

Your data is processed in accordance with our privacy policy.

You can request access, correction or deletion of your data at any time.