

## Help with filling out the registration page for Chamber Music Festival Landesakademie Ochsenhausen

Direct link to registration page: <https://www.landesakademie-ochsenhausen.de/de/kurse/anmeldung/18858>

### TOP OF THE PAGE (HEADING)

1. **“Online-Anmeldung”** – “Online Registration”
2. **“Ich melde mich hiermit verbindlich zur Teilname”**...etc. This means that the registration is binding – once you register you have committed to attend.

### LEFT SIDE OF PAGE (in pale green box)

1. Select **“Frau”** or **“Herrn”** (“Frau” for female, “Herrn” for male) or you may leave blank
2. **Titel** – leave this blank (unless you are a professor or doctor!)
3. **Vorname** – first name
4. **Nachname** – last name
5. **Geburtsdatum** – birth date, BUT be sure to use European format order (DD/MM/YYYY)
6. **Art d. Anschrift** – type of address you are providing
  - **Privat** – personal
  - **Dienstlich** – business
7. **Beruf/Musikalische Tätigkeit** – here you are designating what sort of student you will be.
  - From the dropdown menu select **“Instrumentallehrer\*in/Instrumentalist/in”** – means “instrumentalist”
  - Also check or select the **“Schüler/Student”** box
8. **Straße, Hausnummer** – write your address.
  - You should write it in the American way, with *the house number first, then the street*. (Germans do it opposite, but the Kursbüro [course office] needs to use our format for mail to get to the United States)
9. **PLZ** – your zipcode
10. **Ort** – your city
11. **Land** – select your country from the dropdown menu
  - “USA” in German is **“Vereinigte Staaten”**
12. **Telefon** – home telephone number
  - If you don’t have a landline, just write your cellphone number. If your permanent address is your parents’s, supply their cell phone number.
14. **Handy** – your cell phone number
15. **E-Mail** – your email address
16. **Ich wünsche vegetarisches Essen** – “I would like vegetarian food”
  - Check this box if you are a vegetarian
17. **Instrument/Stimm Lage** – your instrument
  - If you are a double bassist, make sure you choose **“Kontrabass”** further down the list (just **“Bass”** is referring to singers)
  - The rest are fairly obvious: **Klavier** (piano), **Fagott** (bassoon), **Klarinette**, **Horn**, **Violine**, **Viola**, **Violoncello**, etc.
18. **Künstlerischer Lebenslauf** – this is your resume

- “Sie haben die Möglichkeit Ihre Unterlagen...” means you can attach a PDF-file there in the application or send it directly to their office email: [kursbuero@landesakademie-ochsenhausen.de](mailto:kursbuero@landesakademie-ochsenhausen.de)
19. **Angaben über zu erarbeitende Werke** – list of the works you intend to study
    - A list of the pieces you would like to work on in the masterclass – attach a PDF
  20. **Aktive Teilnahme erwünscht** – “Active participation wished”
    - Make sure to check this box if you are a student wishing to participate actively in the masterclass and not merely observe
  21. Please specify your instrument
    - This may appear to be redundant, but it is necessary to ensure people (without the help of this useful guide!) translated the German instruments properly. Just write the name of your instrument in English
  22. **Anmerkungen** – “Comments”
    - Include any special accommodations or questions you have
    - See #9 in the “Right Side of Page” KURSDATEN comments. The course for students starts on July 10, but faculty arrive on or before July 8 to rehearse. Students, especially those travelling from the United States may wish to arrive before the July 10 to overcome jetlag, practice and get comfortable. You can include your wishes for this in the comments. “I intend to arrive a day or two earlier than the course date” might be an appropriate comment at this time if your travel is not yet set. If it is set, then supply the date and time.
  23. Checkboxes:
    - “Die AGB der Landesakademie Ochsenhausen sind mir bekannt und werden von mir anerkannt” – I am aware of the general terms and conditions of the Landesakademie Ochsenhausen and accept them.\*
      - We have translated the Landesakademie’s AGB (Terms and Conditions) at the end of this document. This is **not an official** translation, but is merely meant to help an English speaker know what they are signing. There is valuable information in the document and it is helpful to read, especially regarding specific special accommodation requests.
    - “Mit der Zusendung von Kurs- und Konzertinformationen bin ich einverstanden.” – I agree to the sending of course and concert information.
    - “Ich bin damit einverstanden, dass eventuell...” – I agree that any images of me taken throughout the course, may be published for advertising purposes or as part of the public relations work of the Landesmusikakademie (state academy) without giving my name.
    - “Ich erlaube eine kursinterne Verwendung der Adressdaten, insbes. zur Erstellung einer Teilnehmer\*innenliste für Fahrgemeinschaften.” – I allow my address to be used within the course, in particular to create a list of participants for carpooling.
    - “Den Kursbeitrag werde ich spätestens eine Woche vor Lehrgangsbeginn überweisen.” – I will transfer the course fee no later than one week before the start of the course.\*
  24. **“Ich bin kein Roboter.”** – I am not a robot

Click the green button that says **Anmelden** to send your registration.

## RIGHT SIDE OF PAGE – “KURSDATEN” (Course Info)

1. **INSTRUMENTALKURSE** – Instrumental Course
2. **NR. 22.0708.1** – this is the course number
  - You may need this for correspondence with the Kursbüro (course office)

3. **Kammermusikfestival** – Chamber music festival
4. **MAX. TEILNEHMER** 50 – maximum number of participants is 50
5. **VON** (course dates) – see #9 (below) for arrival information
  - **VON** – (from) Friday, July 8, 2022 – 6 pm
  - **BIS** – (to) Tuesday, July 19, 2022 – 9 am
6. **ZIELGRUPPE** – Target Group
  - This is helpfully translated to English
7. **GEBÜHREN** – Fees
  - Incl. overnight stay in double room and meals: 640.00 Euros (~ \$700 as of March 28, 2022)
8. **HINWEISE** – Hints
  - This is translated to English
9. **Kursbeginn für Studierende** – Beginning for students
  - The course, for students, officially begins on Sunday, July 10, 2022, at 6 pm
  - If you are coming from the USA, you would be welcome to arrive a day or two earlier (i.e. July 8 or 9) to overcome jetlag, get comfortable, practice, etc. This will add an additional cost of a small room & board fee per night. Please say something in the comment section, “Anmerkungen,” (#22 above) regarding your potential plans.
  - To clarify: You should plan on arriving *before* Sunday, July 10, 2022 at 6pm

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## TRANSLATION OF THE “AGB” – Terms and Conditions document

*This is not an official translation of the AGB, but is designed to help English speakers understand the terms and conditions established by the Landesakademie. If you have specific concerns, we invite you to contact the Kursbüro directly. A section of the AGB about group-bookings has been omitted, as it does not apply to this instrumental course.*

### **GENERAL TERMS AND CONDITIONS for Courses and Events** STATE ACADEMY FOR YOUNG MUSICIANS IN BADEN-WÜRTTEMBERG

As of: September 2021  
Physical Address: Schloßbezirk 7, 88416 Ochsenhausen  
Director: Prof. Dr. Klaus K. Weigele M.A.  
Managing Director: Torsten Kallfass

#### **Registration and withdrawal**

Registration for all seminars is via the online registration function on the WWW.LANDESAKADEMIE-OCHSENHAUSEN.DE website, by email, fax or in writing using the registration form for the respective course. With the registration, the general terms and conditions of the Landesakademie are accepted. There is no legal entitlement to a place in the seminar. The course registration becomes binding upon receipt of the course invitation (by email or post). In the event of cancellation, a fee of one third of the respective daily rates (adults €16.50/day, young people €11/day; max. 3 daily rates) will be charged. This cancellation fee is due if the participant withdraws after receiving the invitation. The participation fee cannot be refunded if the course is terminated.

For courses with a limited number of participants, the lecturer or the date of receipt of the registration decides admittance. The course fees are to be paid upon receipt of the invitation, but no later than one week before the course begins.

### **Cancellation by the organizer**

The Landesakademie Ochsenhausen reserves the right to cancel a course if there is insufficient demand, the lecturer is absent or force majeure. Contributions paid in advance will be refunded in full. In addition, no further claims can be asserted against the Landesakademie.

The Landesakademie reserves the right to make changes to the content and schedule of the individual training events and the participation of speakers and guest lecturers.

### **Underage Students**

Children and young people can take part in the courses with the consent of a legal guardian. Corresponding declarations of consent will be sent after registration for the course and are a prerequisite for the participation of the child/young person. The Youth Protection Act applies (Jugenschutzgesetz).

### **Terms of payment**

Payment is made by bank transfer after receipt of the letter of invitation, but no later than one week before the start of the course, to the following bank account:

Landesakademie für die musizierende Jugend in Baden Württemberg

IBAN: DE 40 6545 0070 0000 6060 33

SWIFT BIC: SBCRDE66

Purpose: name of the course participant & the course number

All fees are to be borne by the customer.

### **Rooms and Premises**

The academy administration is responsible for allocating rooms and rehearsal rooms. Check-in is from 1 p.m. on the day of arrival. During the week, the rooms must be vacated by 9 a.m. on the day of departure.

Adults are usually accommodated in 2-bed rooms, young people in multi-bed or 2-bed rooms. For overnight stays in a single room, a surcharge of 15 euros / night will be charged. The use of multi-bed rooms as single rooms is only possible if the total occupancy allows it.

### **Meals**

Meals include three meals a day. There are usually two lunch dishes to choose from, one of which is vegetarian. If medically necessary, vegan, lactose-free and simple gluten-free meals can be requested - please let us know before you arrive. Other special dietary requirements cannot be considered and in such cases the participant must bring his/her own food. If necessary, these foods can be stored/refrigerated in the academy. Please discuss this with the academy before your arrival.

Any credit for unclaimed meals can only be given if this is notified to the Academy administration at least two days in advance.

### **Privacy**

The courses are managed via electronic data processing. The data recorded by the Landesmusikakademie Ochsenhausen are subject to the Federal Data Protection Act (Bundesdatenschutzgesetz). When you register online, you indicate whether we may use your address for information purposes and to pass it on to course participants to form carpools. The Landesakademie uses and processes your data as part of the course registration and the fulfillment of the contract.

### **Liability**

The Landesakademie accepts no liability for personal injury, property damage or financial loss, unless the Landesakademie acted with gross negligence. This applies in particular to wardrobes, valuables and instruments. Upon entering the premises of the academy, the house rules of the academy are accepted by the participant or the guest.

### **Arrival and departure**

Arrival and departure are at the participants' or guests' own expense and risk. The Landesakademie cannot provide a pick-up service. Maps and information on public transport can be found on the Landesakademie website.

**GENERAL TERMS AND CONDITIONS for Concerts**  
STATE ACADEMY FOR YOUNG MUSICIANS IN BADEN-WÜRTTEMBERG

As of: September 2021  
Physical Address: Schloßbezirk 7, 88416 Ochsenhausen  
Director: Prof. Dr. Klaus K. Weigele M.A.  
Managing Director: Torsten Kalfass

**Concerts**

The Landesakademie organizes over 70 concerts every year. Visiting these concerts on the premises of the Landesakademie is usually free of charge - we are very grateful to receive donations. The Landesakademie offers seat reservations for special concerts, major events and/or concerts as part of the Ochsenhausen Music Summer. Tickets and seat reservations are only sold through the academy administration; a right to a specific seat cannot be claimed. The reservation will be canceled ten minutes before the start of the concert.

**Privacy**

The reservation of the concerts is processed via electronic data processing. The data recorded by the Landesmusikakademie Ochsenhausen are subject to the Federal Data Protection Act (Bundesdatenschutzgesetz).

**Liability**

The Landesmusikakademie accepts no liability for personal injury, property damage or financial loss, unless the Landesmusikakademie has acted with gross negligence. This applies in particular to cloakrooms, valuables and instruments. Upon entering the premises of the Landesmusikakademie, the house rules of the Landesmusikakademie are accepted by the participant or the guest.

Translators: Marjorie Sharpe, Emilia Sharpe, and Paul Sharpe