



# WORKSHOP APPLICATION

Assistant Directors Union e.V. | Weserstraße 38b | 10247 Berlin

## AD PA & 3rd AD WORKSHOP

From Prep to Wrap!

WITH

AD PA Lecturers: Key 2<sup>nd</sup> AD Tobias Asam - 3<sup>rd</sup> AD Mathias Datow

&

3rd AD Lecturers: 3<sup>rd</sup> AD Philipp Kramer & Mathias Datow  
1<sup>st</sup> AD Kat Dietl & 1. RA Korbinian Wandinger

Date: Jan 29<sup>th</sup> & 30<sup>th</sup> 2022 | Location: Berlin

### PARTICIPATION FEE:

AD-PA (Jan 29th, 22)

3rd AD (Jan 30th, 22)

Package Deal (Jan 29th &  
30th)

100 € for ADU & ADG members  
150 € for non-member

150 € for ADU & ADG members  
200 € for non-member

200 € for ADU & ADG members  
300€ for non-member

The seminar fees are VAT-free according to §4 ABS 22A USTG  
and are tax-deductible as advertising costs.

## Registration Details:

Surname

First name

Street and Number

Postal code, City

Phone Number

E-Mail

Membership ADU or ADG (Yes/No)

Profession

- I want to register for the AD-PA Workshop (Sat - Jan 29<sup>th</sup>, 2022)
- I want to register for the 3rd AD Workshop (Sun - Jan 30<sup>th</sup>, 2022)
- I want to register for both Workshops (Jan 29<sup>th</sup> & 30<sup>th</sup>, 2022)
- I have read the conditions of participation
- I have read the privacy policy

City, Date

Signature

Feel free to send any questions you might have to [training@ad-union.org](mailto:training@ad-union.org)

## Topics & Timing

### AD PA Workshop | Saturday Jan 29<sup>th</sup>, 2022

- 9 – 13
  - Introduction Lecturers & Participants
  - Job description AD PA / How to start a career
  - Explanation of different PA positions: Floor, Base, Crowd
  - Working on set / Practical part
  - Set kit / Equipment
  - Set protocol: Do's & don'ts
- 13 - 14
  - Lunch Break
- 14 - 18
  - Theory / Paperwork: Checklist, Production-Documents
  - Introduction of other Departments: Position & Collaboration
  - How to move on from here
  - Q&A

### 3rd AD Workshop | Sunday Jan 30<sup>th</sup>, 2022

- 9 – 13
  - Introduction Lecturers & Participants
  - Job description 3rd AD
  - Explanation of different 3rd AD positions: Floor, Base & Crowd
  - Working on international sets
  - Teamwork & Anticipation
- 13 – 14
  - Lunch Break
- 14 - 18
  - Theory / Paperwork
  - Tips & Tricks: How to set background (Extras, Vehicles, Animals)
  - Practical part / Set-Language
  - How to manage complicated shooting days
  - Work-Life-Balance
  - Q&A



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## PAYMENT

I will transfer the participation fee myself.

Assistant Directors Union e.V.  
Credit Institution: Deutsche Skatbank  
IBAN: DE89 8306 5408 0004 1512 08 | BIC: GENODEF1SLR  
Reference: Name Participant & Name of Workshops

I hereby issue the ADU a SEPA direct debit mandate, to collect the participation fee from my bank account.

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### SEPA-Debit-Mandate

For one-time payment

I authorize the ADU e.V. to collect payments from my account by direct debit. At the same time, I instruct my bank to redeem the direct debits drawn on my account by ADU e.V.

Creditor-ID: DE 64 ADU0 0002 2238 03

Mandate reference: WILL BE COMMUNICATED SEPARATELY.

**Note:** I can request reimbursement of the debited amount within eight weeks, starting with the debit date. Applicable in this regard by the contract with my bank conditions.

Surname	First Name
Street & Number	Postal code, City
IBAN	BIC
Credit Institution	
City, Date	Signature



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## CONDITIONS OF PARTICIPATION

Registration for the event is binding.

When sending this registration, please transfer the entire amount of the participation fee to the above-mentioned account of the organizer.

Registration for the event is confirmed upon receipt of payment. You are welcome to use the option of our SEPA direct debit mandate.

### MEALS

Snacks and drinks are provided. Lunch is not organized by the organizer the participants have enough time to get a meal during the lunchbreak.

### CANCELLATION

Your cancellation must be made by email to [training@ad-union.org](mailto:training@ad-union.org).

In the event of a cancellation 14 calendar days before the start of the event or later, we will charge a fee for the cancellation of 50% of the seminar fee. In the event of cancellation 3 days before the start of the seminar or if the participant does not appear, the full participation fee will be charged.

### EVENT LOCATION

If the number of participants is too low or in cases of force majeure, we reserve the right to change the workshop to a Zoom meeting. In this case, all participants receive a 20% discount on the participation fee and get reimbursed if they already paid in full.

### EVENT CANCELLATION BY ADU

If the number of participants is too low or in cases of force majeure, we reserve the right to cancel the workshop no later than 21 days before the start of the workshop.

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## Data protection notice

The data requested when registering for a workshop will be used to carry out pre-contractual measures and to fulfill the contract. No contract can be concluded without the mandatory data (surname, first name, possibly company, street and number, zip code and city, email). Your telephone number is requested in our legitimate interest in being able to contact you immediately in the event of changes. If you do not provide us with this data, we may not be able to reach you in time. All the data you provide will be saved electronically. The resulting databases and applications can be looked after by IT service providers commissioned by us. The legal basis for this is Article 6 Paragraph 1 Letter b) GDPR.

Feel free to send any questions you might have to [training@ad-union.org](mailto:training@ad-union.org)