



To the tour guides !

As part of the mandatory training courses for the year 2024-2025, please review the procedures for registering and participating in the trainings courses on behalf of the Old Yishuv Court Museum for the renewal of the license.

1. Registration for training courses will be at [the museum's website](#).
2. Training course will take place only if a minimum number of participants is reached.
3. For any problem, you can contact the museum office by phone at 02-6276319 (Sunday-Thursday between 9:00 - 15:00).
4. Joining the training will be possible only after registration and after receiving confirmation from the Old Yishuv Court Museum.
  - A. Confirmation of participation involves payment for the training by credit card.
  - B. Payment will be made on the registration page using the online form.
5. participation in the training from beginning to the end is a must for the recognition & reporting of the training for the purpose of renewing the tour guide license.

Anyone who is late and/or leaves a training course before it ends, will not be considered to have fulfilled the training obligation!

**During the training you will be asked to sign 3 times for attendance and fill out feedback.**

6. **A cancellation notice must be made to the museum's office (by phone or email - upon receiving a return correspondence confirming the cancellation of participation) up to 14 days before the training**, otherwise a full payment for the training will be paid even without participation in it (Fridays and Saturdays the office is closed, therefore These days are not included in the cancellation notification procedure).
7. Please note: there is no need to call and verify that the training goes as scheduled. If there will be a change, we will call and inform each of the participants, this is on the condition that you have made sure your contact details (phone number and email address) are up-to-date upon registration.



8. Because of the importance to time & schedule and in order to fully take advantage of the time available to us on the day of the training, **the course will start on time!** We will not wait for latecomers.
9. Arriving on time at the meeting point is solely the responsibility of the guide.
10. Those who are late will be forced to give up the training without a refund.
11. Joining the course is at the specified location only. Do not contact and ask to join in at any other locations.
12. During the training we will not allow the use of cellular devices, except during breaks only.
13. For each tour, you must be equipped with drinking water and food for the whole day, a hat, comfortable walking shoes and sunscreen.
14. **The training courses are intended exclusively for tour guides.**
  - A. Do not bring guests, babies and children.
  - B. Do not bring dogs and other animals.
  - C. You are not allowed to participate in the tour by private car or bicycle.
  - D. The training will be as a group, from beginning to end.
15. The participants in the training courses are responsible for their health condition and knowing the field of trips and the conditions of the field, they must be aware of their own ability and suitability for participating the training they have chosen to enroll in.

#### **Pay attention:**

- **There may be changes in the training program, changes resulting from various constraints that are not up to the museum.**
- **It is recommended to be fifteen minutes early to the meeting place set for the training.**
- **It is not possible to call for inquiries on the day of the training.**
- **Any delay or any problem is the sole responsibility of the guide.**
- **The latecomer will be forced to give up the training and pay for it.**
- **The request to wait for latecomers will not be accepted and it is not possible to join in the training during the day, not even in a private car.**