

# Delegate Registration Form

[Training/Seminar]

[Dates]

[Location]



**TECHNO-TRAINING**

<p><b>TECHNO-TRAINING LTD. SALES AGREEMENT/REGISTRATION FORM</b></p> <p style="color: red; font-size: small;">Information on hotels and preferential rates will be provided upon receipt of the completed registration form, see the question below.</p> <p><b>PERSON MAKING THE BOOKING</b></p> <p>NAME <input type="text"/> FIRST AND LAST NAME</p> <p>POSITION <input type="text"/> JOB TITLE</p> <p>E-MAIL <input type="text"/> EMAIL FOR COMMUNICATION</p> <p><b>DELEGATE NAME</b></p> <p>SALUTATION <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss</p> <p>FIRST NAME <input type="text"/> FIRST NAME AS IN PASSPORT</p> <p>LAST NAME <input type="text"/> LAST NAME AS IN PASSPORT</p> <p>JOB TITLE <input type="text"/> JOB TITLE</p> <p>DEPARTMENT <input type="text"/> DEPARTMENT</p> <p>E-MAIL <input type="text"/> DELEGATE'S CONTACT EMAIL</p> <p>TEL. <input type="text"/> DELEGATE'S CONTACT TEL. NUMBER</p> <p>ORGANIZATION <input type="text"/> TYPE COMPANY NAME HERE</p> <p>ADDRESS <input type="text"/> COMPANY POST ADDRESS</p> <p>CITY <input type="text"/> POSTCODE <input type="text"/></p> <p>COUNTRY <input type="text"/></p> <p>PHONE <input type="text"/></p> <p>EMAIL <input type="text"/></p> <p><b>This booking is invalid without authorization signature</b></p> <p><b>AUTHORIZATION</b></p> <p>Signatory must be authorized to sign on behalf of contracting organization</p> <p>NAME <input type="text"/> FIRST AND LAST NAME OF THE AUTHORIZED PERSON</p> <p>POSITION <input type="text"/> AUTHORIZED PERSON'S JOB TITLE</p> <p>SIGNATURE _____</p> <p><b>OTHER ISSUES</b></p> <p>DO YOU HAVE ANY SPECIAL REQUIREMENTS? (e.g. diet, hearing loop etc.)</p> <p>PLEASE SPECIFY HERE <input type="text"/></p> <p>ARE YOU INTERESTED IN INHOUSE TRAINING? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>DO YOU NEED HELP WITH ACCOMMODATION BOOKING? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p><b>PRICES (all prices are in US dollars)</b></p> <p style="color: red; font-size: small;">Early registration fees are valid before: DD-MM-YYYY</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border-bottom: 1px solid black;">Techno-Training course</td> <td style="width: 35%; border-bottom: 1px solid black; text-align: center;"><b>Early registration</b></td> <td style="width: 35%; border-bottom: 1px solid black; text-align: center;"><b>Full registration</b></td> </tr> <tr> <td></td> <td style="text-align: center;">123123+18%VAT=</td> <td style="text-align: center;">123123+18%VAT=</td> </tr> </table> <p><b>SPECIAL DISCOUNTS</b></p> <ul style="list-style-type: none"> <li>10 % discount for each delegate from group request (2 and more delegates)</li> <li>Special 10% discount for SPE members</li> </ul> <p>Membership number: <input type="text"/></p> <p><b>PAYMENT METHOD (please tick as appropriate)</b></p> <p><input type="checkbox"/> <b>BANK TRANSFER</b></p> <p>ACCOUNT NAME: <input type="text"/></p> <p>ACCOUNT #: <input type="text"/></p> <p>BANK NAME: <input type="text"/></p> <p>SWIFT: <input type="text"/></p> <p>IBAN <input type="text"/></p> <p><b>NOTE:</b> Please insert delegate's name and conference title in the transmission details</p> <p><input type="checkbox"/> <b>CREDIT/DEBIT CARD</b> (please tick as appropriate)</p> <p><input type="checkbox"/> Visa / <input type="checkbox"/> Master Card/ <input type="checkbox"/> American Express/ <input type="checkbox"/> Other <input type="text"/></p> <p><b>CARD HOLDER'S NAME</b> <input type="text"/></p> <p><b>CARD NUMBER</b> <input type="text"/></p> <p><b>EXPIRY DATE (MM/YYYY)</b> <input type="text"/></p> <p><b>CVC/CCV number</b> (Last 3 digits on the back of the card) <input type="text"/></p> <p><b>CARD BILLING ADDRESS</b> <input type="text"/></p> <p>CITY <input type="text"/> POSTCODE <input type="text"/></p> <p>COUNTRY <input type="text"/></p> <p>SIGNATURE _____</p> <p><b>HOW TO REGISTER:</b></p> <ul style="list-style-type: none"> <li>COMPLETE SIGN AND SEND A SCAN OF THIS FORM TO <a href="mailto:TRAINING@TECHNO-TRAINING.COM">TRAINING@TECHNO-TRAINING.COM</a></li> <li>SEND THIS FORM BY POST TO RMBLA TORRENT DEN XANDRI 31, SANT CUGAT, BARCELONA, SPAIN, 08173</li> </ul> <p><b>NEED ASSISTANT?</b> Contact our registration team on <a href="mailto:training@techno-training.com">training@techno-training.com</a></p>	Techno-Training course	<b>Early registration</b>	<b>Full registration</b>		123123+18%VAT=	123123+18%VAT=
Techno-Training course	<b>Early registration</b>	<b>Full registration</b>					
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**CONFIRMATION DETAILS** Client hereby acknowledges that he/she specifically authorizes that Techno-Training charge the credit card listed above for the amount provided herein; that this Agreement is valid, binding and enforceable; and that he/she has no basis to claim that any payments required under this Agreement at any time are improper, disputed or unauthorized in any way. Client acknowledges that they have read and understood all terms of this contract, including, without limitation, the provisions relating to cancellation. After receiving payment, a receipt will be issued, if you do not receive a letter outlining training details two weeks prior to the event, please contact Techno-Training Training coordinator. **TERMS AND CONDITIONS** **Payment Terms:** Following completion and return of the registration form, full payment is required within 10 days from receipt of invoice. PLEASE NOTE: payment must be received prior to the course start date. A receipt will be issued on payment. Due to limited course space, we advise early registration to avoid disappointment. We reserve the right to refuse admission if payment is not received on time. **Fees include:** Refreshments, lunch, full documentation and training materials where available (they do not include hotel accommodation). All fees are inclusive of published discounts. Bank transfer charges are the responsibility of the payer. Techno-Training Limited reserves the right to alter the programme content, speakers or course at any time due to circumstances beyond their control. **Substitution:** Provided the total fee has been paid, substitutions at no extra charge up to 14 days before the event are allowed. Substitutions between 14 days and the date of the event will be allowed subject to an administration fee of equal to 10% of the total fee that is to be transferred. **Cancellation:** The service charge is completely non-refundable and non-creditable. Nonpayment or non-attendance does not constitute cancellation. If, for any reason, Techno-Training decides to cancel or postpone this event/course, Techno-Training is not responsible for covering airfare, hotel, or other travel costs incurred by clients. The event/course fee will not be refunded, but can be credited to a future event/course. Event program content is subject to change without notice. Receipt of this signed booking form (inclusive or exclusive of payment) constitutes formal agreement to attend this conference/course and cancellation terms apply. Full refunds are available on all cancellations received in writing (letter, email or fax) 28 days before the conference/course start date. **NO REFUNDS OR CREDITS AFTER THIS DATE AND ANY OUTSTANDING PAYMENT WILL BE REQUIRED IN FULL.** The option to transfer to another conference or course is subject to availability. All confirmation details will be sent upon receipt of the booking form. Attendance fees will not be refunded (irrespective of the date of booking) in the event or threat of war, terrorism or circumstances outside of the organisers' control. **Promotional discounts:** Techno-Training regrets that additional discounts received after the registration form has been submitted cannot be retrospectively applied to reduce the original price charged. **Copyright:** All intellectual property rights in all materials produced or distributed by Techno-Training in connection with this event is expressly reserved and any unauthorized duplication, publication or distribution is prohibited. **Data protection:** Client confirms that it has requested and consented to Techno-Training retaining client information on Techno-Training database to be used by Techno-Training group of companies and passed to selected third parties, to assist in communicating products and services which may be of interest to the client. If the client wishes to stop receiving such information please inform Techno-Training by email [sales@techno-training.com](mailto:sales@techno-training.com). **Governing law:** This Agreement shall be governed and construed in accordance with the law of England and the parties submit to the exclusive jurisdiction of the courts in England.