

## 3 Day Local Content Master Class: Oil, Gas and Mining Sectors

Please **complete** the application form **in full** (in legible handwriting or typed) and **submit** by email to: [masterclass@localcontentsolutions.com](mailto:masterclass@localcontentsolutions.com)

For enquiries contact [masterclass@localcontentsolutions.com](mailto:masterclass@localcontentsolutions.com) or telephone +44 (0)1491 572638

<b>Course Title:</b>	<b>3-Day Local Content Master Class for the Oil, Gas and Mining Sectors</b>
<b>Date of course:</b>	<b>Wednesday 27<sup>th</sup> to Friday 29<sup>th</sup> April 2016</b>
<b>Location:</b>	<b>Greenlands, Henley-on-Thames, Oxfordshire, RG9 3AU, England</b> (50 mins London and 50 mins Heathrow airport)

1. **Title (Mr, Mrs, Ms, Dr)** \_\_\_\_\_
2. **Surname/Family name** \_\_\_\_\_
3. **Given name** \_\_\_\_\_
4. **Contact details:**
  - number and street \_\_\_\_\_
  - city and state \_\_\_\_\_
  - e-mail (for correspondence) \_\_\_\_\_
  - contact telephone (including country code) \_\_\_\_\_
5. **Job title** \_\_\_\_\_
6. **Organisation/Affiliation** \_\_\_\_\_
7. **Passport Details** (provide only if you require a formal Letter of Invitation for visa purposes)
 

Name on Passport: \_\_\_\_\_

Passport No. \_\_\_\_\_

Place of Issue \_\_\_\_\_

Valid from \_\_\_\_\_ to \_\_\_\_\_

### 8. Course Fees

The course fee for the 3-Day Master Class in Local Content is Great British Pounds **£2,900**.

**Course fees include:**

- Value Added Tax (VAT) on accommodation portion of costs (20% of £550), in accordance with UK TOMS services accounting rules
- All fees for trainers
- IP user licenses for LCS materials and software for duration of course
- Comprehensive Course Folder of all slides and exercises in hard copy
- CD Rom of a wide range of Reference Material, including regulations
- Venue training costs for three **days** (Wed 27<sup>th</sup> to Friday 29<sup>th</sup> April, 2016)
- Accommodation for three **nights** (Tues 26<sup>th</sup> to Thur 28<sup>th</sup> April 2016.  
(Fees do not include accommodation for night of Friday 29<sup>th</sup> April 2016)
- All scheduled meals (breakfast, lunch, diner) and free wifi broadband

**The fees do not include:**

- Value Added Tax on training portion of costs (20.0% of £2,350), **only** applicable to UK based attendees or individuals paying for themselves
- Participants travel costs to reach the course venue at "Greenlands"  
(Greenlands is part of Henley Business School, owned by the University of Reading, and located 1km outside of Henley-on-Thames, post code: RG9 3AU)
- Chargeable telephone calls
- Personally-ordered beverages
- Bank or credit card charges
- Additional nights accommodation (eg night of Monday 25<sup>th</sup> or Friday 29<sup>th</sup> April 2016), which should be arranged yourself.  
*If you need additional nights before or after the nights of 26<sup>th</sup>, 27<sup>th</sup> and 28<sup>th</sup> April, we recommend that you stay at either of the following hotels in Henley-on-Thames: (i) The Red Lion Hotel, 2 Hart Street, Henley-on-Thames, Oxfordshire RG9 2AR, tel: +44 (0) 1491 572161, enquiries@redlionhenley.co.uk; (ii) Hotel du Vin Ltd, New Street, Henley on Thames, Oxfordshire, RG9 2BP, tel: +44 (0)1491848 400; info.henley@hotelduvin.com*
- Electronic copies of the original course materials or software, since this is the IP upon which the course and LCS Master Class brand is founded.

**9. Invoicing**

**Please indicate who will pay the course fees, and provide details for invoicing:**

Employer                       Yourself                       Other

Invoice details, including (i) **correct address for invoice**, and (ii) contact details of person processing payment:

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Once an applicant has been accepted and offered a place on the course, an invoice shall be issued. The invoice must be paid before the **Fee Payment Deadline Date of 1<sup>st</sup> April 2016**. The named applicant is responsible for the payment of this invoice.

Our experience in providing professional training services indicates that it is far simpler for an organisation to grant approval for course fees just once (ie if we invoice for the full amount as a single sum) rather than seek first a deposit, then the balance.

**10. Cancellation by Applicant**

Fees shall be repaid in full if a cancellation request is made by e-mail to masterclass@localcontentsolutions before five weeks from the start of the course. A fee of £660 will be charged for notification to LCS within five (5) weeks from the start of the course for either: (i) withdrawal from the course, or (ii) a decision not to take up the room booking (this is due to our accommodation liabilities).

**11. Cancellation by Local Content Solutions**

If the master class is cancelled by Local Content Solutions Ltd for reasons under its control, applicants will be notified as early as possible before the start of the course, and fees reimbursed in full.

<p><b>Participant to the course: "I accept the terms of this Application".</b></p> <p>Name _____</p> <p>Signature and Date _____</p>
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<p><b>Line Manager of participant, or equivalent: "I confirm that the information submitted on this form is true".</b></p> <p>Name _____</p> <p>Position _____</p> <p>Signature and Date _____</p>
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