

Registration Form and Terms & Conditions

Please return the completed registration form to:
Email to roz.hanna@gdpnetwork.com
or by fax +44 (20) 7900 2194

1. Date and location of the programme (indicate the no. of days you wish to attend)

Programme Title	Duration	Fee	Check Here

Group and Early Discounts may apply. Please contact us for details, then include here. The fee shown above covers the costs of participation in the programme, refreshments and lunch on all days, all programme materials, plus access to programme materials via the GDP Global online learning resource centre. The fee excludes the costs of travel to the programme, accommodation and other related costs.

2. Fee (indicate the dates you wish to attend and calculate the fee)

Month	Start Date	End Date	Location
Booking Promotion Code		For any applicable promotions Note: All prices are in pounds sterling and exclude VAT. Group and early registration discounts may apply. Please contact us for details, then include here. See Terms and Conditions below.	
Programme Cost			
Discount			
Total Remittance £			

3. Registration details (please note these details will be used for invoicing)

	Title	First Name	Surname
Your Name			
Position / Function			
Organisation			
Email Address			
Your Telephone Number			

4. Your Director's Approval

Director's Title	Director's First Name	Director's Surname	Director's Position

I **confirm** that I have the authority to sign this order and commit my organisation to payment.

Director's Signature or Order Number Ref _____
Signature if sending via fax, order reference if sending via email.

5. More information about you and your organisation

	Your Contact Details		Your Organisation Address
Name		Address	
Tel		City and Postcode	
Fax		Country	
Email		www.	

6. Programme days you intend to join

Day	Date	Programme	Check Here

7. Please indicate your specific interests and needs

--

8. Invoicing and payment

We will invoice you once the registration has been received. Payment must be RECEIVED BEFORE the start of the programme date in order to guarantee your place.

9. Other information

Please note that the programme may be recorded for subsequent use in GDP Global's Online Learning Service. Therefore you may appear on video in some situations. If you have any concerns about this please let us know.

Administrative information and terms and conditions

1. HOW TO REGISTER Contact us to confirm your interest and to receive further details of the particular programme, travel and accommodation information etc. Telephone: +44 (0) 20 7795 8131.

2. PROGRAMME REGISTRATION AND BOOKING DETAILS Programme registrations are made when a completed and signed faxed/emailed registration form or confirmatory email is received by GDP Global. The fee for a programme booking will be confirmed to you when you make your registration. Special fee rates are applicable when the programme registration is received by the last date indicated for the special fee rate concerned. Please note that there are limited places available for each programme. When the programme is fully reserved we will offer you a place on the next available programme.

3. JOINING INSTRUCTIONS Prior to the start of the programme we will be in regular contact with you. We will send you updates on the programme and the facilitators involved in the programme. We will also contact you for details of your special training and development requirements so that they can be passed on to the programme presenters.

4. THE PROGRAMME VENUE Details of the programme venue are provided. We will provide you with information about accommodation options and local transport matters. Please let us know if you have any special travel, accommodation or dietary requirements. We reserve the right to change the programme venue if required for logistics' reasons.

5. TRAVEL AND ACCOMODATION The cost of travel to the programme and accommodation is not included in the registration fee.

6. INVOICING AND PAYMENT All bookings are considered binding on receipt of the registration form or confirmatory email. At that time any programme discounts will be assessed, agreed with you and applied to your booking. On receipt of your registration form you will receive all programme joining materials, as well as an invoice for the registration. Payment must be RECEIVED BEFORE the start of the programme date in order to guarantee your place. Credit card payments will be processed after confirmation of the registration, and are subject to a 5% booking fee. Fees shown in other currencies are indicative only and are subject to change. If you prefer to be invoiced in another currency than UK pounds sterling please let us know. Programme registration fees are invoiced in UK pounds sterling and are subject to VAT at the rate applicable in the country of the programme location. In the UK the VAT rate is 20%. In certain cases your organization may be VAT exempt. We will check this with you at the time of registration.

7. CANCELLATION POLICY A full refund (less a 10% handling fee) is available on all cancellations received in writing (letter/fax) three weeks prior to the start day of the programme. No refunds are applicable after this date. Should you be unable to attend, we suggest you send a substitute in your place at no additional cost, or hold your place for the next appropriate programme. In the event cancellation or postponement is made by GDP Global, you will be offered attendance on the same or similar programme at the next available date convenient to you.

8. OTHER INFORMATION Programmes are conducted in the English language, unless otherwise stated. Support materials documentation is also provided in English. Online training and reference materials will be provided, as required, before the programme and during three months after the programme date. The European Academy of Business Development is the training arm of GDP Global Development. Copyright of all programme materials provided belongs to GDP Global Development Ltd. or respective copyright holders. Participants and organisations may use the material only for the purposes of training of the individuals attending the programme and for no other purpose or occasion.

