



Commercial Awareness & Essential Negotiation Skills

14 & 15 September 2010

Teacher Building, Glasgow

Conditions of Booking

Registration To secure your place, please complete and return the registration form with payment or payment details by fax or post or e-mail using the contact details below. Photocopies may be used for additional delegates.

Provisional bookings may be made by telephone or e-mail but must be confirmed within 14 days. Attendance at the event will only be confirmed on receipt of the full payment.

Participants registering less than one week before the date of the event are advised to bring a copy of their registration form with them.

Your completed registration form or e-mailed booking constitutes acceptance of these terms and conditions.

Venue Details of the venue will be issued with the joining instruction before the event.

Cancellation Substitutions may be made at any time prior to the event. Please tell us about any name change by fax or e-mail.

In the event of cancellation and provided that written notice is received ten days prior to the event, a refund of 75% of the total fee will be made. If no notice of cancellation is received, no refund can be made.

Power Seminars reserves the right to alter the programme, speakers, timing, date or venue should it become necessary or to cancel the event. In the case of cancellation, the full fee will be refunded unless a mutually convenient transfer can be arranged, but Power Seminars will accept no further liability.

Delegates with Special Needs:

Power Seminars aims to offer fully accessible events to all its delegates. Please help us to accommodate any individual needs that you may have by attaching a note to the registration form. We will contact you to discuss this as necessary.

Data Protection Information provided by you on this form will be processed by the Power Seminars and used for the purpose of the goods and services ordered by you, and for billing accounts.

Power Seminars is not, as an organisation, responsible for the views or opinions expressed by individual authors or speakers.

REGISTRATION (Please complete in CAPITALS)

Title (Mr, Mrs, Miss etc) _____

Family Name _____

First Name _____

Job Title _____

Name of Organisation (for name badge) _____

Address for Correspondence _____

Town/City _____

Postcode _____ Country _____

Business Telephone _____ Fax _____

Email _____

Do you have any dietary or other requirements? _____

FEES AND CHARGES (Please complete the appropriate box)

- Commercial Awareness & Essential Negotiation Skills 13 and 14 September 2010
- Commercial Awareness only 14 September 2010
- Essential Negotiation Skills 15 September 2010

Fee including full documentation, lunch and interval refreshments

Individual Delegate - 2 days	£587.50 (£500.00 + £87.50 VAT)	<input type="text"/>
Individual Delegate - 1 day	£323.13 (£275.00 + £48.13 VAT)	<input type="text"/>

How did you hear about this event?

E-Mail Word of Mouth Colleague Other _____

PAYMENT DETAILS

Payment or Purchase Order details must accompany this registration form. Registration will only be confirmed on receipt of full payment.

Please indicate the method of payment: Cheque PO BACS

Invoices will be issued against Purchase Orders.

Cheques should be made payable to "Power Seminars Ltd" and crossed.

Bank Transfers (BACS) can be made to Royal Bank of Scotland Branch 83-4400 Account 00717651 A copy of the Draft must accompany this form.

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