

## REGISTRATION FORM

<i>To</i>	OMNICONCONSULT	<i>Date</i>	
<i>Attn.</i>	Seminar Administration	<i>Fax No</i>	+49-6371-912701
<i>Reg.</i>	Registration	<i>No pages:</i>	incl. this cover sheet
<i>From</i>		<i>Fax No</i>	

Please fill in the form completely and print clearly. Incomplete forms cannot be processed. With the signature the orderer accepts the Registration Policy and confirms that all delegates registered herewith are familiar and meet the respective course pre-requisites.

Current list price is 412€ (reduced if applicable) per seat, VAT will be added if applicable.

For the following seminar / seminar package:

Seminar Name / Seminar Package	Seminar Date(s)

We would like to register the following:

Delegate (First name, Last name)	Contact data ( e-Mail )

### Order Information:

### Billing Information:

<b>Name</b>		<b>Name</b>	
<b>Company</b>		<b>Company</b>	
<b>Department</b>		<b>Department</b>	
<b>Address</b>		<b>Address</b>	
<b>Zip / City</b>		<b>Zip / City</b>	
<b>Phone</b>		<b>Phone</b>	
<b>Fax</b>		<b>Fax</b>	
<b>e-Mail</b>		<b>e-Mail</b>	
<b>Order No</b>			

**Signature**

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## Registration Policy for Trainings / Seminars by OMNICONCONSULT®

**Accommodation** For regular classes OMNICONCONSULT® does not provide any hotel reservation. Details provided are for information only.

**Accommodation included:** In case a class 'with accommodation included' OMNICONCONSULT® will book a room and cover the overnight and breakfast. Any other incurring expenses (parking, restaurant, bar, etc.) are the responsibility of the delegate. Omniconsult is not liable for non available rooms due to late arrival. No refunds will be made if the room is made vacant prior departure day. In case of room cancellation by the delegate Omniconsult will charge 50% of the room fee, at least the cancellation fee set by the hotel.

**Certification tests** If a certification test (i.e. Spectrum classes) is available these test will be held on the last day of the class. Certificates are provided by the vendor. Tests may be taken outside a class, but a service fee might be applicable.

**Cancellation** Any cancellation requests are to be made in writing. The following cancelation fees are applicable:

Cancellation more then 22 days prior the first course day: *No charge*

Cancellation between 21 to 14 days prior 1<sup>st</sup> course day: *40% of course fee*

Cancellation less then 14 days prior first course day: *80% of course fee*

No-show: *100% of course fee*

A substitute delegate may be named up to course begin.

A registration may be re-scheduled free of charge until 22 days prior the first course day

Partial cancellation of a package: The above cancellation fees are applicable plus the difference of the package price and the current list price of the class taken.

**Confirmation** Upon receipt of the registration OMNICONCONSULT® will issue a written confirmation along with the invoice.

**Course Cancellation** OMNICONCONSULT® reserves the right to cancel a course at it's own discretion. Received payments will be returned. OMNICONCONSULT® can not be held liable for any other incurring cost.

**Course Contents** OMNICONCONSULT reserves the right to change the course contents without prior notice. In case of vendor specific classes the most current material from the respective vendor will be used.

**Course times** One-day seminars start at 9.30 and end at 16.30 hours. All other seminars start at 9.00 am and will end at approx. 5.00 pm.

**Customized Training** OMNICONCONSULT® offers customized and on-site classes for customers. Reservations will be made upon receipt of a written order. In case of cancellation less then 4 weeks prior the first course day, a cancellation fee of 50% of the course price will be charged regardless of the time the order was received.

**Incomplete participation** In case a delegate can not complete the course a certificate of



participation will only be provided for the time of attendance. The course fee is due in full and there will be no refund.

<b>Inquiries</b>	Any inquiries should be addressed by phone: +49-6371-912700, fax: +49-6371-912701 or e-Mail: seminar@omni-consult.de
<b>Invoice</b>	Upon receipt of confirmation and invoice the course fee is due in full. Payments are to be received either within the given dates on the invoice or not later than 14 days upon invoice date. Invoices are to be made by direct deposit to the account mentioned on the invoice. In case of late payments OMNICONCONSULT® reserves the right to charge 4% late payment fee and / or charge the list price of the respective class. Payments without the invoice and customer number cannot be processed. OMNICONCONSULT® can not hold any seats without payment.
<b>Mobile Phones</b>	Delegates are asked to turn off mobile phones and pager during the training sessions. Breaks are exempted.
<b>Packages</b>	OMNICONCONSULT® offers specially priced class packages. If the payment for a package is not being received in-time, the full list price is applicable and will be charged.
<b>Payments</b>	see Invoice
<b>On-Site Training</b>	see Customized Training
<b>Refreshments</b>	Refreshments are provided during the coffee breaks and lunch will be served during the lunch break. Omniconsult does not provide refreshments during on-site courses.
<b>Registration</b>	Any registration must be submitted in writing using the registration form or an order form indicating all information from the registration form.
<b>Registration Deadline</b>	Registration will be processed in the order they are received. Registration should be received by OMNICONCONSULT® not later than three weeks prior the first course day. Late registrations may be accepted, in case seats are available.
<b>Reservation</b>	OMNICONCONSULT® cannot hold any seats without payment. Reservations for Customized Classes are only made upon receipt of written order.
<b>Withdrawal</b>	See Cancellation