

# Registration Form **Contact Us:** [training@globalcem.org](mailto:training@globalcem.org)

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## Company Information

Company	
Address	
Website	
Program choice	Atlanta, GA, USA – January 22-23, 2018

## Attendee(s) Information

<b>1<sup>st</sup> Attendee</b>	First name	Last name
<b>Gender</b>	Mr. •	Ms. •
<b>Position</b>		
<b>Email &amp; Tel.</b>		
<b>2<sup>nd</sup> Attendee</b>	First name	Last name
<b>Gender</b>	Mr. •	Ms. •
<b>Position</b>		
<b>Email &amp; Tel.</b>		
<b>3<sup>rd</sup> Attendee</b>	First name	Last name
<b>Gender</b>	Mr. •	Ms. •
<b>Position</b>		
<b>Email &amp; Tel.</b>		

*I understand that all handouts and materials obtained in class are strictly for my own educational purposes. Global CEM owns the copyright rights of all program materials and no reproduction is allowed without the prior written consent of Global CEM.*

**Please sign to confirm registration** \_\_\_\_\_

## Program Fees

Program fee is USD2,500 per head. Group discount of USD2,200 per head is available for a group of 3 or more attendees to register together from the same company, OR early bird discount of USD2,200 per head applies if registration and payment are completed at least six weeks prior the program. The fee includes training fee, training notes in e-files, certification fee, coffee breaks and lunches.

## Method of Payment

Payment should be made within **5 working days** after registration confirmation and your place is **ONLY** secured on receipt of payment. International bank remittance is recommended. Credit card payment can be arranged and a 4% charge will be added on the total bill.

## Terms and Conditions

1. Acceptance is subject to the discretion of the Organizer. Applications, upon full payment, will be processed on a first-come-first-served basis.
2. When a program is over-subscribed, additional classes may be opened. Applicants will be notified of the new time, dates and place whenever applicable; when a program is under-subscribed, original class may be cancelled. Full refund will be arranged within 30 days of the cancellation. The Organizer will not be liable for attendees' travel and other expenses resulted from the program cancellation.
3. Attendees can assign delegate(s) to take up their seats if they cannot attend due to last minute changes. However, notification must be made to the Organizer at least TWO days prior the training date. No refund will be arranged if the attendees fail to join on their own accord.