

# Registration Form

## EQUASS Assurance Auditor Training and Calibration

16, 17 and 18 January 2012

Olsberg, Germany (North Rhine-Westphalia)

European Platform for Rehabilitation

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To register for the EQUASS Assurance Auditor Training and Calibration, please fill out this form and send it to the EQUASS Secretariat (contact details at the top of the page) by **Friday 30 December 2011**. You also need to include an updated CV in English, following the EQUASS CV template. Your registration will be confirmed by the EQUASS Secretariat and you will be allowed to attend the training only after the reception of your registration fee.

Qualified EQUASS Assurance auditors who need to calibrate their expertise are welcome to attend either the first day of the 3-day training programme, which is a focused basic calibration session, or the full 3 days for a more in-depth training involving case studies.

You will receive preparatory materials by email prior to the training. You will also receive a USB with all the necessary documentation at the beginning of the session (if possible, please bring your own laptop).

### Participant Information

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Organisation:	<input type="text"/>
Function:	<input type="text"/>
Address:	<input type="text"/>
Zip/Postal Code:	<input type="text"/>
Country:	<input type="text"/>
Email:	<input type="text"/>
Phone:	<input type="text"/>

YES, I have enclosed an updated CV in English, following the EQUASS format

### Special needs and requirements:

### Payment and cancellation policies

**Payment policy:** Registered participants will receive an invoice by email minimum 1 week prior to the training date. Participants are invited to transfer the training fees only upon reception of their invoice, and should make sure to mention their invoice number in the payment transfer. Only participants who have paid their registration fees will be able to attend the training.

**VAT:** All participants should declare their VAT status (value-added tax number, BTW, TVA, registration number...).

**Cancellation policy:** Participants who cancel less than 5 working days before the training date will have to pay the full cost of the training. If sufficient participation is not achieved, EQUASS reserves the right to cancel or re-schedule the training with 10 working days notice. Pre-paid fees will be refunded in full.

### Registration

**YES, I will participate in the EQUASS Assurance auditor training and calibration organised on 16, 17 and 18 January 2012 in Olsberg, Germany:**

- As a **new** EQUASS Assurance auditor
- As an **already qualified** EQUASS Assurance auditor (1-day calibration - 16 January 2012)
- As an **already qualified** EQUASS Assurance auditor (3-day calibration)

### Training fees

For new auditors	1.500 € (excl VAT)
For calibration (1 day)	150 € (excl VAT)
For calibration (3 days)	300 € (excl VAT)

### Financial Information

VAT Number

Preferred type of invoice

Contact details of financial officer (if different from participant)