

# Registration and Further Information

(Please complete this form and send us back via fax or email)



## PERSONAL DETAILS

Please print clearly or attach business card:

1) **Name :** \_\_\_\_\_

Position: \_\_\_\_\_

Email: \_\_\_\_\_

2) **Name :** \_\_\_\_\_

Position: \_\_\_\_\_

Email: \_\_\_\_\_

3) **Name :** \_\_\_\_\_

Position: \_\_\_\_\_

Email: \_\_\_\_\_

Company: \_\_\_\_\_

Department: \_\_\_\_\_

Address \_\_\_\_\_

Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

Tel : \_\_\_\_\_ Fax : \_\_\_\_\_

Nature of Business \_\_\_\_\_

Company Size: ☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-99

☐ 100-249 ☐ 250-499 ☐ 500-999 ☐ 1000+

## SPONSOR

We wish to register this delegate for the course indicated above. We undertake to pay for the period of the program (please print clearly)

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## REGISTRATION COURSE FEES

### DEVELOPING MANAGEMENT SKILLS

- US\$ 1,950 per delegate

- ☐ I would like information on holding this program in house

**We can bring this course in house directly to your workplace!**  
**Customized Training Programs**

The in-house training of Advanced Studies and Training Center

Tel: **+971 4 221 1141**; Email: [mary@astcdubai.com](mailto:mary@astcdubai.com)

## DISCLAIMER

ASTC reserves the right to change or cancel any part of its published programs or teaching facility due to unforeseen circumstances

## HOTEL BOOKING

If you required assistance with booking accommodation for one of our courses, please contact our staff on the following numbers:

Tel: **+971-4-2211141**, Fax: **+971-4-2211848** or Email us on [info@astcdubai.com](mailto:info@astcdubai.com)

## TRAINING COURSE

### DEVELOPING MANAGEMENT SKILLS

- ☐ 10 – 12 FEBRUARY 2015

In order to guarantee a place on the course delegates are kindly requested to register at least 4 weeks in advance

## METHOD OF PAYMENT

- ☐ 1. Please find enclosed a cheque for US\$ \_\_\_\_\_ made payable to **Advanced Studies and Training Centre**
- ☐ 2. Transfer : Commercial Bank of Dubai  
**Branch:** Mankhool Street | **Account Number** 10001255334  
**Routing Number:** 502320103 | **Swift Code:** CBD – UAE. AD
- ☐ 3. Please invoice my institution.  
An invoice will be sent to the mentioned institution on receipt of registration form. Please fill out the sponsor's details below.

## CREDIT CARD:

Please Charge my : (Card Type)

- ☐ Master Card ☐ Visa Card

Card Holder Name \_\_\_\_\_

Card Number \_\_\_\_\_

Expiry Date \_\_\_\_\_ Security Code No. \_\_\_\_\_

Amount to be Charge \_\_\_\_\_

Tel. \_\_\_\_\_ Mob. \_\_\_\_\_

Card Holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SAVE MONEY! DISCOUNTS AND PROMOTIONS!

- ☐ Register one month in advance and received up 10% discount.
- ☐ Group of 3 more delegates from the same organization receive a 10% discount
- OR**
- ☐ FREE Attendance for 5<sup>th</sup> delegate from the same organization

## TRAINING REGISTRATION DETAILS

### TERM & CONDITIONS:

1. Fees Include all the tuition, full course documentation, lunches and refreshments for the duration of the program.
2. Incidental expenses: ASTC in NOT responsible for covering airfare or other travel costs incurred by delegates. Delegates will be responsible for their own accommodations.
3. PLEASE NOTE that ASTC reserves the right to refuse admission to the training if proof of payment has not been received prior to the start of the program.
4. An invoice will be sent upon receipt of the registration form. Payment must be received in full 2 weeks prior to the course start
5. **CANCELLATION POLICY**
  - a) A full refund less on administration fee of US\$ 100 will be given for cancellation requests received up to 45 working days prior the event. Cancellation must be made in writing (letter or fax) and reach this office before the 45 days deadline.
  - b) Delegates who cancel than 45 working days before the event, or who don't attend are liable to pay the full course fee and no refunds can be given. However, if you wish to attend the next course, and you have paid your course fee in full, you will only be invoiced for 25% of that course fee. Please note that the next course must take place within the next 6 months of the initial application. Of course, a replacement is always welcome.

I understand and accept the booking Term & Conditions

Signature \_\_\_\_\_ Date \_\_\_\_\_

*5 Easy Ways to Register & Obtain Further Information*

1 – Tel : +971 4 221 1141

2 – Fax : +971 4 221 1848

3 – P. O. Box: 6878, Dubai, UAE

4 – Website : [www.astcdubai.com](http://www.astcdubai.com)

5 – Email : [info@astcdubai.com](mailto:info@astcdubai.com)