

## PARTICIPATION FORM

\* Please check the appropriate box and return completed form to

**PREMELA JAGANATHAN** at [pjaganathan@optimalconsulting.com.sg](mailto:pjaganathan@optimalconsulting.com.sg) or fax: **+65 6327 8276**

Preferred workshop location		<input type="checkbox"/> Kuala Lumpur, Malaysia   1-2 April 2009   RM 6,600 excluding 5% Service Tax <input type="checkbox"/> Singapore   19-20 May 2009   SG 3,000 excluding 7% GST <input type="checkbox"/> Hong Kong   2-3 December 2009   HKD 16,500
Organisation Name		
No. of Participants		
Participant 1	Name	
	Designation	
	Direct Tel	
	Email	
	Country	
	Dietary Requests (if any)	
	*Optional	<input type="checkbox"/> Hogan Development Feedback Certification   SGD 500/ RM 1,100/ HKD 2,750
Participant 2	Name	
	Designation	
	Direct Tel	
	Email	
	Country	
	Dietary Requests (if any)	
	*Optional	<input type="checkbox"/> Hogan Development Feedback Certification   SGD 500/ RM 1,100/ HKD 2,750

### KINDLY NOTE

**REGISTRATION: CLOSSES (2) WEEKS PRIOR TO EACH CERTIFICATION WORKSHOP DATE.**

**APPLICATIONS TRAINING GUIDELINES:** Please note that we certify individuals, not organisations. Certification remains with the certified individual i.e. if you are certified at one company and move to a new company, you may continue to purchase and use the tools in which you were certified. Although you are allowed to purchase the materials and train people, you can not certify others in your organisation to independently purchase or use the materials without your involvement. If an organisation loses its only certified individual, it must have someone else certified to continue to purchase additional restricted materials.

**CONFIRMATION AND PAYMENT:** Upon confirmation, you will receive an email that confirms your attendance and provides logistical information. You will also be invoiced and payment is required before or on the

workshop day. Please note that only local currency will be accepted for each workshop. Currencies from countries other than that of the workshop will NOT be accepted.

**CANCELLATION POLICY:** Because Optimal Consulting Group (OCG) incurs non-recoverable expenses for cancellations less than 1 week before the event, all cancellation notices must be received in writing one (1) week prior to the first day of the certification workshop. No-shows or late cancellations will be charged 50% of the fees and materials cost and are not entitled to a refund. OCG reserves the right to cancel or reschedule any workshop. In the event of cancellation, OCG will not be held liable for expenses incurred by the attendees or their company.

**WORKSHOP MATERIALS:** You will need to transport about 10kg of books and materials when you leave the workshop. We recommend you bring extra bag / luggage.