

You can also register online at <http://www.projectdecision.com/reginfo.htm>

WORKSHOP REGISTRATION FORM			
Workshop Title			
Workshop duration/dates:		Location	
Please register the following participants for the above workshop:			
1. Name	(Dr/Mr/Ms)	Job Title	
	(As in identify card or passport. Please underline your surname.)	Email	
2. Name	(Dr/Mr/Ms)	Job Title	
	(As in identify card or passport. Please underline your surname.)	Email	
3. Name	(Dr/Mr/Ms)	Job Title	
	(As in identify card or passport. Please underline your surname.)	Email	
4. Name	(Dr/Mr/Ms)	Job Title	
	(As in identify card or passport. Please underline your surname.)	Email	
5. Name	(Dr/Mr/Ms)	Job Title	
	(As in identify card or passport. Please underline your surname.)	Email	
6. Name	(Dr/Mr/Ms)	Job Title	
	(As in identify card or passport. Please underline your surname.)	Email	
If company sponsored, please indicate:			
Name of authorized person:	(Mr/Ms)	Job Title	
Authorized Signature:			
Company			
Address			
Tel:		Fax:	
		Email:	

I wish to pay by:  Cheque (Made payable to "PROJECT DECISION" in Singapore Dollar only)

Telegraphic Transfer (TT)       Mastercard       Visa       American Express (AMEX)

Enclosed a cheque no. \_\_\_\_\_ for S\$\_\_\_\_\_ being the registration fees for the above person(s).

Fax completed form to (+65) 6491 5674 and mail the cheque to PROJECT DECISION, Level 34, Centennial Tower, 3 Temasek Avenue, Singapore 039190. We will send you the invoice. Alternatively, you can email the information of participants to [info@projectdecision.com](mailto:info@projectdecision.com) or call (+65) 9871 0563.

**Workshop Cancellation/Refund and Substitution Policy**

Full refunds, less 100 Singapore Dollar processing fee per registrant, will be granted to cancellations received in writing up to one month prior to the first day of the seminar. An administration charge of 25% of the workshop fee will be levied if cancellation is received less than 10 days before the respective workshop commences. Refunds will not be given if a cancellation is received less than 72 hours prior to the first day of the registered seminar. Refunds will not be given to registrants that do not attend without canceling in advance. If PROJECT DECISION cancels a seminar for any reason, it assumes no responsibility for nonrefundable airline tickets or other travel costs. PROJECT DECISION will make every effort to immediately notify registrants of a cancellation. PROJECT DECISION reserves the right to cancel any seminar that has insufficient enrollment. Participants may be substituted at any time.

**Workshop Confirmation**

Registration information must be fully provided together with full payment to PROJECT DECISION before commencement of the training. Otherwise, your registration will be treated as unconfirmed. Confirmation will be e-mailed within two business days of receipt of your registration. If e-mail is not provided, confirmation will be faxed. If neither e-mail nor fax is provided, confirmation will be mailed to street address provided on the online registration form.

Name Badges and Event Guide can be picked up on site at the Registration Desk. Wearing name badges will be required during training. Delegates without official name badges will not be allowed access into the sessions/activities.

**Recommended Attire**

Business casual attire and comfortable footwear are appropriate for all events. Since meeting room temperatures and personal comfort preferences vary widely, we suggest you bring a jumper or jacket with you.

**Terms & Conditions:**

The organizer reserves the right to amend the venue, postpone or cancel the workshops. Refunds will be made accordingly. Payments will be charged in Singapore dollars at the prevailing exchange rate.