

Course Registration Form

For enquiries about and to make bookings for standard, scheduled CMC training please contact Alterian Education – trainingadmin@alterian.com.

For enquiries about and to make bookings for Partner Certification training please contact Alterian Partner Services – partnerservices@alterian.com.

Company name :																							
Name contact person :																							
Phone number contact person :																							
E-mail contact person :																							
Billing address :																							
Name & e-mail participant 1:																							
Name & e-mail participant 2: (if not applicable, leave blank)																							
Name & e-mail participant 3: (if not applicable, leave blank)																							
Name & e-mail participant 4: (if not applicable, leave blank)																							
Additional information about participants (e.g. dietary restrictions):																							
Purchase order number :																							
Selected courses for Alterian CMS Corporate Edition :	<input type="checkbox"/> CMC Standard Editor <input type="checkbox"/> CMC Advanced Editor <input type="checkbox"/> CMC Administrator <input type="checkbox"/> CMC Designer <input type="checkbox"/> CMC Developer <input type="checkbox"/> CMC Web Asset Manager	<table border="0"> <tr> <td></td> <td></td> <td><u>course code</u></td> </tr> <tr> <td>(1 day)</td> <td></td> <td>CMC-STED</td> </tr> <tr> <td>(1 day)</td> <td></td> <td>CMC-ADVED</td> </tr> <tr> <td>(1 day)</td> <td></td> <td>CMC-ADMIN</td> </tr> <tr> <td>(1 day)</td> <td></td> <td>CMC-DES</td> </tr> <tr> <td>(2 days)</td> <td></td> <td>CMC-DEV</td> </tr> <tr> <td>(1 day)</td> <td></td> <td>CMC-WAM</td> </tr> </table>			<u>course code</u>	(1 day)		CMC-STED	(1 day)		CMC-ADVED	(1 day)		CMC-ADMIN	(1 day)		CMC-DES	(2 days)		CMC-DEV	(1 day)		CMC-WAM
		<u>course code</u>																					
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(1 day)		CMC-ADMIN																					
(1 day)		CMC-DES																					
(2 days)		CMC-DEV																					
(1 day)		CMC-WAM																					
Preferred dates:																							
Preferred location:	<input type="checkbox"/> Newbury <input type="checkbox"/> Hilversum <input type="checkbox"/> On site	<input type="checkbox"/> Bristol <input type="checkbox"/> Other:																					

Partner contract number ¹ :	
Consultancy Order number ² :	

Version

Which version of Immediacy/CMC does your organisation use?
Please indicate full version number e.g. Version 5.5 or Version 6.0

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Other things you need to know

In written communication with Alterian, always mention

- the training code,
- the name of the delegate,
- your company name and
- your billing address.

I have read and agree with the conditions for training registration presented in this form. The course fee will be paid after reception of the bill.

Agreed,

Date:

Name financial responsible:

Signature:

Company stamp:

E-mail this document to:

trainingadmin@alterian.com

Or fax this document to:

+44 (0)1635 262001

¹ Contract number for partner with Partner contract.

² Consultancy Order form with training sales conditions.

³ Cancellation by the client for one or more participants can be done until 16 working days before the start of the training without any charges. When a course is cancelled between 15 and 6 working days before the start of a training, 50% of the course price will be charged. Cancellation within 5 working days before the start of the course means that the full course price will be charged. Cancellation of a course by the client does not automatically give the right to a substitute training, classroom or teacher at any other time. Changing to another course date will be regarded as a cancellation of the client's original purchase order. Only written cancellations will be accepted. Alterian reserves the right to reschedule a training for which less than three people apply.