**ICMA REGISTRATION FORM – Classroom-based 2023**

|  |  |
| --- | --- |
| **COURSE DETAILS** | |
| **Course Name:** |  |
| **Classroom:** |  |
| **Start date:** |  |
| **PERSONAL DETAILS** | |
| **Title:** |  |
| **Delegate name:** |  |
| **Delegate email:** |  |
| **Department:** |  |
| **Role Type:** (please delete any that do not apply) | Entry Level-Associate/Junior Mgmt/Middle Mgmt/Senior Mgmt/C-Suite/Between Roles |
| **COMPANY DETAILS** | |
| **Company name:** |  |
| **Organisational category:** |  |
| **Organisation address:** |  |
| **ICMA Member:**  (please delete any that do not apply) | YES / NO |
| **INVOICE DETAILS** | |
| **Invoice address:** (if different from above) |  |
| **VAT number:**  (if required) |  |
| **Purchase order number:**  (if required) |  |
| **Payment Option:**  (please delete any that do not apply) | INVOICE / CREDIT CARD |
| **DECLARATION** | |
| **I accept the ICMA Terms & Conditions - available on following page** (please delete any that do not apply) | YES / NO |

**ICMA Terms and Conditions**

1.1

I understand that my reservation for the course shall be accepted and confirmed if ICMA sends me a respective confirmation in writing within 3 business days from receipt of my payment. I also understand that if ICMA does not send me such confirmation within the specified period my reservation could not be considered and that the course fee will be refunded to me in full.

1.2

I agree that ICMA shall have the right to cancel courses and workshops at its own discretion for any reason (including e.g. if a sufficient minimum number of participants is not reached before the start date of the relevant course). In the event of such cancellation, the course fee will be refunded to me in full. I agree that ICMA shall not be liable for any expenses incurred by me, my employer, or anyone else on my behalf, due to the cancellation.

1.3

In the case that I want to cancel my reservation for this course I shall notify ICMA (attention Education Team) in writing without delay. I agree to the following cancellation fees being applied by ICMA:

* until the 30th calendar day before the start date of the relevant course = 10%
* from the 29th calendar day to the 15th calendar day before the start date of the relevant course = 50%
* from the 14th calendar day to the last calendar day before the start date of the relevant course = 75%
* on or after the start date of the relevant course = 100%

Refunds will only be processed after the completion of the relevant course and after the return of any course material already provided to you. Any such material must be returned undamaged and at your own expense.

1.4

I agree that if I fail to attend or complete this course within the given deadline, without following the cancellation procedure (see 1.3 above), no refund of the course fee shall take place.

1.5

Delegates must register before the course in order to be allowed to join the course. I understand that registrations for online and livestreamed courses are non-transferable and non-refundable. I understand that substitutions can be made for classroom-based courses (if available) at no charge subject to the condition that ICMA (attention Education Team) is notified accordingly in writing and provided with the details of the substitute (see 1.1 above) not later than 48 hours before the relevant course commences.

1.6

I agree that ICMA and its affiliate entities may retain the information supplied on this form on a database and use it for the purpose of course and event administration.  I also agree to my name being included in a class list which may be distributed at the course in hard copy or to other registered delegates in electronic form.

I am aware that if I wish to have my name excluded from any class list so it is inaccessible to delegates registered on the same course or cohort I can contact ICMA at [education@icmagroup.org](mailto:education@icmagroup.org) to request this

1.7

I understand and accept that livestreamed courses in which I am participating may be recorded by ICMA.  If a livestreamed course is recorded, this means that its audio or audio-visual parts will be recorded and then stored on ICMA’s Learning Management System.  They will be made available through ICMA’s Learning Management System for access by those registered in the same course solely for their personal, individual educational use and by course administrators for review.  The recorded material will be removed from the platform following completion of the course.  I understand that no other recording or relaying of education courses or any of their sessions is permitted.  Finally, I understand that the sharing, altering, or distorting of any audio or audio-visual capture of an education course or any of its sessions is prohibited.

I understand that, if for any reason I do not wish ICMA to record my image or voice, I am requested to let ICMA know by email to [education@icmagroup.org](mailto:education@icmagroup.org)

1.8

“I understand that the course fees do not include taxes, duties or similar governmental charges of any nature, including value added tax, sales, use or withholding taxes, imposed or levied in any jurisdiction whatsoever (“Taxes”) that may be associated with the course fees.  I agree to be responsible for paying all Taxes that may be associated with the course fees.”

If applicable:

Course materials will be provided to candidates (where necessary) in electronic format prior to the start of programme. Please ensure that you have these with you during the course as hard copies of course materials are not provided. Where specified, candidates are required to bring any additional equipment (for example, a bond calculator) at their own expense