



**INDO GLOBAL CHAMBER OF COMMERCE
INDUSTRIES & AGRICULTURE**

CanArian International Inc,

EFFECTIVE BUSINESS COMMUNICATION ONE DAY WORKSHOP REGISTRATION FORM

Please complete one form per person and provide complete details where applicable.

Date of Event :- December 22nd, 2013 ;

Venue :- Aurora Towers, Opp. Barista, Patel Chowk, MG Road, Pune.

Title:

Name:

Organization:

Position:

Mailing address:

Pin Code: Fax

E-mail:

Work phone:

FEES & PAYMENTS

Fees per person is Rs 4000/-.

Cheques / Draft are drawn in the favor of IGCCIA, and payable at PUNE.

Address: 12 - B , "PREMDEEP", 3rd Floor, SIND HINDU SOCIETY, OPP. MANIKCHAND MALABAR HILL, Nr. LULLA NAGAR CHOWK, PUNE - 411040 , INDIA.

Workshop Registration Terms and Conditions

1. Payment Terms: Registration is not complete until full payment has been received.
Refund Policy: Time of Cancellation / Refund At least 30 days prior to workshop / 85%
30-15 days prior to workshop / 70%
Less than 15 days prior to workshop / No Refund Given.
2. Full Credit towards another training within one year will be issued or right to send a substitute.
3. In fairness to all attendees, confirmed participants who do not cancel and do not attend are liable for the entire fee unless Indo Global Chamber of Commerce Industries and Agriculture is notified in advance.
4. Program Changes: An event may be cancelled by Indo Global Chamber of Commerce Industries and Agriculture prior to the scheduled start if there are not enough registrants or due to circumstances beyond our control including 'acts of God' and world events.
5. Should the event need to be postponed due to circumstances beyond our control, there will be no compensation for any expenses incurred by the registrants. In these circumstances, the event will be rescheduled for the same location as soon as possible.
6. Workshop Leadership: Workshop leadership is made up of a team of CanArian Trainers including Mr. Arvind Joshi. Please refer to www.igccia.org to confirm the leadership of each workshop. In the event of illness, Indo Global Chamber of Commerce Industries and Agriculture reserves the right to provide a substitute leader from the Indo Global Chamber of Commerce Industries and Agriculture.
7. Special Needs: If you have any dietary restrictions, allergies, special needs or handicaps, please make note on the first page of the registration form for face to face workshops. We endeavor to meet the needs of those with dietary restrictions in our food preparation when advance notice at time of registration is given.
8. Workshop Materials: Workshop registration includes workshop facilitation, workbook, any training materials required, and healthy snacks. For face to face workshops longer than 4 hours, lunch is included.
9. Location: Unless otherwise noted, all face to face PUNE based workshops are held at Aurora Towers, Opp. Barista, Patel Chowk, MG Road, Pune.
10. Registrants are responsible for arranging their own transportation to and from the workshop locations, accommodations at Hotel Aurora Towers during the workshops and all meals. Lunch, coffee, tea and light snacks will be provided to registrants each workshop day (programs running 9am to 5pm) .
11. Opting In: By registering for this workshop, I also agree to the following. If you wish to opt out, please contact us.

I hereby grant Indo Global Chamber of Commerce Industries and Agriculture. and Professionals utilizing the **EFFECTIVE BUSINESS COMMUNICATION** Program the absolute right and permission to publish, copyright and use pictures of me in which I may be included in whole or in part, composite or retouched in character or form taken during the workshops.

I agree to have my contact information shared with other workshop participants.

I wish to receive Indo Global Chamber of Commerce Industries and Agriculture's monthly newsletter '**Yellow FRAME**.'

Need help?

Please contact: Ms. Shalu Hora - 9545157518 Mr. Sanjay Yadav- 9545059138 Mr. Jagdish Bhagat - 9665244787