جمعي<mark>ة المستشارين والمدربين الإداريين</mark> INSTITUTE OF MANAGEMENT CONSULTANTS AND TRAINERS



'Management Consulting '

December 4 – 7, 2011

Important Notes:

- 1. Participation fees are JD 240 for IMC-Jordan members and JD 360 for non-members.
- 2. Participation fees cover coffee breaks, training material & certificate of participation.
- 3. There are limited seats for this workshop; therefore, participation will be awarded on a "first come first serve basis".
- 4. Your seat will only be considered fully reserved upon receipt of full payment.
- 5. Fees should be settled in full prior the event at IMC-Jordan offices.

Participant Name	
Position	
Organization	
Phone	
Fax	
Cellular	
E-mail Address	
IMC- Jordan Member	Yes No

Cancellation Policy:

Workshop includes course material, course attendance certificates and light refreshments, therefore:

- 1. The registration fee, less 15% administration charge, is refundable if written cancellation is received one week (7-working days) prior to published workshop dates.
- 2. Registration is transferable to another date; without penalty.
- 3. Written Cancellation less than 3 working days prior to course commencement will be charged 25% of course fees.
- 4. Same day written cancellation will be charged 50% of course fees.
- 5. No refunds or credits will be given for no-shows on the course day though substitutions are acceptable at any time.
- 6. IM-Jordan reserves the right to postpone an offering one week (7-working days) prior to course date should minimum enrollment requirements not be met.
- 7. Should an offering be canceled, all students would be transferred to the next available offering; or a full refund will be given to those electing not to attend the next available workshop.
- 8. Certificates of participation will be issued to attendees at the end of the workshop.

Date: _____

Signature: _____

ماتف ٧/١٥٨٦-٦- ١١٦٨ فاكس ٥٥٢٠٨٥٨-٦- ١٦٢ فاكس ١١٨٠ ٥٥٣- ٦- ١٦٢ صندوق بريد ١١٥٥٥٢ عمان ١١٨٠ - الأردن Tel. 962-6-5530856/7 Fax 962-6-5530858 info@imc.com.jo www.imc.com.jo P. O. Box 815552 Amman 11180 - Jordan IMC is a private not-for-profit association that aims to effectively represent, promote, and advance the Jordanian management consulting profession and training professionals to the best interest of their clients in Jordan and abroad