

REGISTRATION FORM



Once payment has been made please email through proof of payment with the event's name on the top right-hand corner. PLEASE NOTE Delegates will not be allowed access to the event if payment has not been received.

EVENT NAME _____

BOOKING MADE BY (First Name and Surname) _____

Company: _____ Company VAT No: _____

Department: _____ Address: _____

E-mail: _____ Phone: _____

Date: _____ Signature: _____

By signing this registration form, the delegates agree to the enclosed terms and conditions

DELEGATE 1

Name: _____

Title: Mr / Mrs / Miss / Dr / Prof

Designation: _____

E-mail: _____

Phone: _____

Cell: _____

Company: _____

Company Vat Number: _____

Postal Address: _____

Postal Code: _____

Dietary Requirements: _____

DELEGATE 2

Name: _____

Title: Mr / Mrs / Miss / Dr / Prof

Designation: _____

E-mail: _____

Phone: _____

Cell: _____

Company: _____

Company Vat Number: _____

Postal Address: _____

Postal Code: _____

Dietary Requirements: _____

DELEGATE 3

Name: _____

Title: Mr / Mrs / Miss / Dr / Prof

Designation: _____

E-mail: _____

Phone: _____

Cell: _____

Company: _____

Company Vat Number: _____

Postal Address: _____

Postal Code: _____

Dietary Requirements: _____

DELEGATE 4

Name: _____

Title: Mr / Mrs / Miss / Dr / Prof

Designation: _____

E-mail: _____

Phone: _____

Cell: _____

Company: _____

Company Vat Number: _____

Postal Address: _____

Postal Code: _____

Dietary Requirements: _____

How did you hear about this training/conference? _____

MODE OF PAYMENT ☐ Cash ☐ Cheque ☐ Credit Card ☐ EFT Amount: _____

TERMS AND CONDITIONS

Cancellation Policy

If you are unable to attend an event, PALGNET accepts substituted attendees in your place at no additional cost. Please advise us of any substitutions as soon as possible. Alternatively, you may transfer your registration to another event run by PALGNET.

Cancelled registrations must be emailed to admin@palgnet.com as soon as possible. A credit note will be issued valid for use towards any future event within the following 12 months following date of issuance. Cancellation notifications received less than 14 days from the event running will receive a credit note to the value of the registration fee less a service fee of MK50, 000.00.

Pan African Learning and Growth Network (PALGNET) does not provide refunds for cancellation.

It is not possible for multiple people to attend within any day of the event on a single registration. Split tickets, i.e. a different person attending each day of the event, can be arranged. Please call or email us to arrange the details.

If an event is cancelled or rescheduled, PALGNET will ensure all stakeholders are contacted. If an event is cancelled or you are unable to attend the rescheduled event, you will be issued with a credit note valid for use towards any future PALGNET event held in the twelve months following date of issuance.

Credit Notes

In the event of issuance of credit notes, holders are entitled to use this credit towards ANY PALGNET event which can accommodate additional delegates. Credit notes must be used within 12 months from the date of issue to avoid expiry.

Customer Privacy

PALGNET takes diligent action to ensure all client details are protected. Furthermore, we respect our customer's right to 'opt out' of our various promotional activities for relevant, upcoming events. If you do not want to receive further information about our upcoming conferences, training courses and learning experiences, please email us at training@palgnet.com

Once You Are Registered, What Is The Next Step?

When you have registered for an event, and that registration has been received by PALGNET, you will be sent a confirmation email. This will include your invoice and any relevant information regarding the event you are registered for. PALGNET will regularly keep you updated regarding the events for which you have registered. If you require any further information visit our website at: admin@palgnet.com or call us on +265 212 278 897 or +265 881 248 897.