

# Deon Binneman

Reputation Management Adviser, Speaker & Trainer. [www.deonbinneman.com](http://www.deonbinneman.com)

## REGISTRATION FORM

**TO REGISTER – fill in this form and fax it to 0866 129 566 or e-mail it to [reputationeducation@icon.co.za](mailto:reputationeducation@icon.co.za)**

**PLEASE NOTE THAT ONCE THE FORM IS RECEIVED, YOUR PLACE ON THE COURSE IS CONFIRMED. ENSURE THAT YOU ARE DULY AUTHORISED TO ATTEND THIS COURSE AND THAT YOU HAVE READ, UNDERSTOOD AND ACCEPT THE TERMS & CONDITIONS.**

### **1 COMPLETE EVENT & CHOOSE PAYMENT OPTION:**

<b>Event Name:</b>	
<b>Dates:</b>	
<b>Venue:</b>	

- R7950 exc. VAT per delegate (Payable within 5 days from date of invoice)
- R8950 exc. VAT per delegate (Pricing for organizations who take longer than 5 days to pay)
- R6350 exc. VAT per delegate – NGO's and Associations payable within 5 days from date of invoice
- R6750 exc. VAT for three delegates or more from the same business unit payable within 5 days from date of invoice, otherwise a price of R7950 per person will apply.

All registration fees are payable in advance and must be received **in full before event unless otherwise arranged**. All training fees include top- notch facilitation, lunch, refreshments and exclusive programme materials.

### **2 CONFIRM DETAILS (Please write in block capitals)**

<b>IMPORTANT – ALL FIELDS MUST BE COMPLETED TO PROCESS YOUR REGISTRATION</b>		
Title:	First Name:	Surname:
Position:	VAT Number:	
Department:	Organisation:	
Address:		
Special Eating Requirements:	Postcode:	
Tel:	Fax:	Email:
I have read and understood the booking terms and conditions:		
SIGNATURE:		DATE:

#### **QUICK & EASY WAYS TO REGISTER**



CALL: DEON on +27 (0) 11 4753515



FAX: This form to 0866 129566



EMAIL: [deonbin@icon.co.za](mailto:deonbin@icon.co.za)

#### **PAYMENTS**

**Payments:** are due within 5 days upon receipt of invoice and must be paid in full prior to the day of the event. Delegates will not be allowed entry if payment has not been received in full or if alternative payment arrangements have not been made. **Proof of payment:** Please fax or email proof of payment to 0866 129 566 or [reputationeducation@icon.co.za](mailto:reputationeducation@icon.co.za)

#### **PAYMENT DETAILS**

- Direct Deposit:** Made payable to D. Binneman
- Bank Transfer:** Nedbank, Parktown Branch. Account No 1944 037721, Bank Branch Code: 198765. Quote delegates name(s) & Contract. Please fax through proof of payment.

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## READ TERMS & CONDITIONS

**Program Times:** Unless otherwise indicated, most of my training programs run from 8.30 AM to 16.30 PM. If there are changes to this schedule participants will be notified well in advance of the program date or specifics will be provided in the workshop details.

**Program Changes:** An event may be cancelled up to 7 days 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.

**Number of Registrants:** The seminar will only take place on the scheduled date if there are a minimum of 6 participants.

**Seminar Fee:** The seminar fee is inclusive of the event proceedings, materials, refreshments and lunches.

**Payment Terms:** Registration is not complete until full payment has been received unless otherwise arranged. Payment is due in 5 working days from date of invoice unless otherwise arranged. Only delegates that have made full payment will be admitted to the event unless otherwise arranged. Payments can be made via Electronic Funds Transfer (EFT). Cash, cheque or other payments will not be accepted at the event.

**Supply Chain Database Registrations:** Where possible, organisations are requested to treat registration for this event as a once-off payment. Applications for supply chain database registrations will only be processed on request as this event is a once-off event and the facilitator is not applying to do regular work nor tender for retainers with the organization.

### **Cancellation Refund Policy:**

Time of Cancellation / Refund

- At least 30 days prior to workshop / 85% refund will be given
- 30-15 days prior to workshop / 70% refund will be given.
- Less than 15 days prior to workshop / No Refund Given.

All contracts carry 100% full liability upon receipt of registration. All cancellations must be put in writing. Upon receipt of the cancellation letter a full credit voucher will be issued for use against any future events or products for a period of up to 6 months. If a client does not attend the event, this will be deemed as no show. No refund and no credit voucher will be issued.

In fairness to all attendees, confirmed participants who do not cancel and do not attend are liable for the entire fee unless I am notified in advance. Should the event need to be postponed due to circumstances beyond our control (force majeure), I accept no responsibility or liability for any loss or damage caused by events beyond my control, including, but not restricted to strikes, war, civil unrest, flight delays, re flood, fire, or any adverse weather conditions. There will be no compensation for any expenses incurred by the registrants. In these circumstances, the event will be rescheduled for the same or a similar location as soon as possible.

**Substitutions:** If you are unable to attend the program, you can always send a substitute—even at the last minute. Just [email](mailto:deon@deonbinneman.com) us to inform us of the change.

**Seminar Leadership:** The workshop will be facilitated by Deon Binneman. Please refer to [www.deonbinneman.com](http://www.deonbinneman.com) to confirm the leadership of each seminar. In the event of illness, we reserve the right to postpone the seminar to a suitable date.

**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 seminars. We endeavour to meet the needs of those with dietary restrictions in our negotiations with the venue, when advance notice at time of registration is given.

**Seminar Materials:** Seminar registration includes seminar facilitation, workbook, any other training materials required, and refreshments. For face to face workshops longer than 4 hours, lunch is included.

**Location:** Unless otherwise noted, all face to face SA based seminars are held at the Apollo Hotel Conferencing Centre, 158 Bram Fischer Drive, Randburg, Johannesburg ([www.apollohotel.co.za](http://www.apollohotel.co.za)). Registrants are responsible for arranging their own transportation to and from the seminar locations, relevant accommodation and after hour requirements. Lunch, coffee, tea and light snacks will be provided to registrants each seminar day (programs running 8.30 am to 5pm).

**Opting In:** By registering for this workshop, I also agree to the following. If you wish to opt out, please [e-mail](mailto:deon@deonbinneman.com) me.

- I hereby grant Deon Binneman 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 Deon's monthly newsletter.

**Copyright and Intellectual Property:** Any redistribution or reproduction of part or all of the contents in any form in connection to this event is prohibited without prior written consent by Deon Binneman.