

Delegate Training Booking Form

Bookings on a first come, first served basis, 7 delegates maximum

Bookings must be received by 15th February 2019

Delegate Name	
Job Title	
Company	
Training Course(s)	
Date(s)	
Training Fee	
Email Address	
Telephone Number	
Address (for posting training booklet if attending webinar)	
Invoice Address (if different to address above)	
Dietary Requirements (if attending course in Livingston)	
Payment Method (cheque or bank transfer)	
Purchase Order Number (if required on invoice)	

Acceptance

I confirm the above training course booking, and accept the terms and conditions as outlined below.

Signed for and on behalf of the Delegate

Name :

Date :

Signed :

Please return completed form to:

hippo@hippo-software.co.uk

Hippo Software Limited
8 Murieston Park
Livingston
West Lothian, EH54 9DT

A VAT invoice will be issued in advance of your training course. Payment can be made by cheque or by bank transfer into Hippo Software's bank account (Bank of Scotland, Sort Code: 80 08 80 Account Number: 00233727)

Terms and Conditions of Training Booking

Booking Process

1. Courses can be reserved by email or telephone, but cannot be guaranteed until an appropriate booking confirmation has been duly signed and returned.
2. Our public training courses permit a maximum of 7 delegates, places are allocated on a first come, first served basis.
3. It is expected that the customer will ensure that all training delegates have the necessary pre-requisites to attend their chosen training course.
4. Hippo Software reserves the right to cancel or amend courses at any time. In the event of cancellation all fees paid will be refunded, and every effort will be made to offer alternative arrangements.

Public Courses

5. To attend a public course in Livingston delegates require a laptop running Enterprise Architect. A mouse is also recommended.
6. To attend a public webinar delegates require a PC or laptop running Enterprise Architect with Internet connection and VoIP to take part in the webinar. A headset can be useful for privacy in an office environment. A mouse is recommended.

Training Materials

7. Each delegate will receive a booklet containing all of the training slides with accompanying notes. Delegates will also receive a set of practical exercises and suggested solutions. These materials are for the use of the delegate during the training course and for their retention for future reference.
8. The training slides, notes, exercises and solutions are copyright materials, which belong to Hippo Software. They are for the sole use of the training delegate. No reproduction or distribution of any of these materials is allowed without prior written permission.
9. As much as possible every effort is made to keep all training materials up-to-date and technically correct.

Prices and Payment

10. Training course prices are published on a regular basis. Hippo Software reserves the right to change prices of future training courses without notice. See our website for most up-to-date prices.
11. Once a public training course has been booked and confirmed, courses cannot be cancelled by the customer/delegate, and full payment is due.
12. An invoice for training fees will be issued upon receipt of a booking form. Payment terms are 30 days from the date of invoice.

Delegate Feedback

13. Delegates are requested to fill in a feedback form for each training course they attend to assist our programme of quality assurance and commitment to continuous improvement of training materials.