**GC & GC-MS Training Course Registration Form**

Please fill in this registration form as completely as possible. If you have any questions, you can reach us on courses@anthias.co.uk.

*All information submitted is strictly confidential and will not be shared with third parties.*

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Company name** |  |
| **Company address** |  |
| **Phone number** (with dialling codes) |  |
| **Email Address** |  |
| **Training Manager**  |  |

Please reserve places on your training courses for the following analysts:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name & Title** | **Nationality** | **Email address** | **Course Title** **& Date**  | **Amount**(excl. VAT) |
|       |       |       |       | £  |
|   |       |       |       | £  |
|       |       |       |       | £  |
|       |       |       |       | £  |
|  |  |  | **Subtotal** (excluding VAT): | £  |
|  |  |  | **Discount** (see below): | £  |
|  |  |  | **Total** (excluding VAT): | £  |

For bookings of more than 4 delegates please use an additional booking form.

**Required information**

1. Do any of the delegates have access requirements? Please specify:

2. Do any of the delegates have specific learning difficulties? Please specify:

3. Do any of the delegates have dietary requirements? Please specify:

[ ]  Demi-vegetarian

[ ]  Vegetarian

[ ]  Vegan

[ ]  Halal

[ ]  Kosher

[ ]  Gluten-free

[ ]  Allergy, specify:

[ ]  Other:

4 .Where did you find out about the training course?

[ ]  Web search engine, please specify

[ ]  Web listing, where?

[ ]  Social media link e.g. Facebook,
 Twitter, LinkedIn, please specify?

[ ]  Via a supplier, who?

[ ]  LCGC Europe/International Labmate/Select
 Science

[ ]  Recommendation by a colleague

[ ]  Via a printed flyer, where?

[ ]  Other, please specify:

**Discounts**

**[ ]** I/we confirm the booking is more than 12 weeks in advance and are applying for a 10% discount.

**[ ]** I/we confirm the booking is more than 4 weeks in advance and are applying for a 10% discount for Students:

 Institution      , PI Number      .

**[ ]** I/we confirm the booking is more than 4 weeks in advance and are applying for a discount to the Anthias 2,
 3, 4 and 5-day courses:

1. **[ ]** 10% discount for Chromatographic Society Members. Membership Number:      .
2. **[ ]** 10% discount for Royal Society of Chemistry Members. Membership Number:      .
3. **[ ]** 15% discount for Royal Society of Chemistry Members on RSC-accredited training courses.
 Membership Number:     .
4. **[ ]**  10% discount for Warwick Alumni Members. Membership Number:      .
5. **[ ]** Special discount - Discount code      .

**[ ]** I/we confirm the booking is for 4 delegates from the same company and are applying for the Group
 Discount, where 4 delegates can attend for the price of 3.

**[ ]** I/we confirm the booking is for both the 2-day Hands-on GCxGC Operator and 2-day GCxGC Data
 Handling courses, and are applying for a 15% discount.

**Payment**

1. How would you like to pay? Please specify:

**[ ]** I/we would like to pay by credit card, and understand that a 2.83% card processing fee will be charged.

[ ]  I/we would like the company to be invoiced and include a purchase order number below.

1. Please provide the following details for invoicing.

|  |  |
| --- | --- |
| **Contact Name**  |       |
| **Contact Telephone**  |       |
| **Contact Email**  |       |
| **Invoice Address**  |       |
| **Purchase Order Number**  |       |
| **VAT Registration Number**  |       |

**Note:** An invoice will be sent for the total amount of booking unless specified otherwise and is based on the advertised rates, includes any applicable discounts and admin fees and with added VAT. Payment of the full balance is required before the course start date. Details of bank & VAT registration details will be provided on the invoice.

**Declaration**

[ ]  I/we have read and agree to the terms and conditions listed below & have completed the required
 information above.

[ ]  I/we confirm that all course delegates named above have adequate medical & travel insurance for this trip.

[ ]  I/we understand that full payment or a purchase order must be received within 1 week of booking, to confirm
 all places booked on the course.

[ ]  I/we understand that cancellation may incur a penalty, as detailed in section 5 of our terms and conditions.

[ ]  I/we agree to be invoiced for the amount advertised, inclusive of applicable discount and admin fees, and with added VAT (20% for UK courses).

Signed:       Date:

Please send this form to courses@anthias.co.uk or you can book online at [www.anthias.co.uk](http://www.anthias.co.uk).

After your booking has been processed you will receive a confirmation email informing you of your provisional booking. When full payment or a purchase order is received, your places on the course will be secured. Following on from this you will be sent course location, travel and accommodation details along with a pre-course questionnaire which each delegate must complete and return as soon as possible.

Thank you for your booking and we look forward to meeting you at the course.

**Terms & Conditions**

1. All courses and material will be presented in native English language using high visual content, but the course assumes a reasonable understanding of English on every delegate’s part.
2. All delegates are requested to complete a pre-course questionnaire in order to ascertain their level of knowledge. Contact will be made by the course instructor in case of any concerns prior to the course.
3. Payment of course fees must be received before the course start date. Full payment or a purchase order is required at the time of booking. The booking will be provisionally kept for 1 week, until payment or a purchase order is received. When payment has been received in full or a formal purchase order has been provided, the delegate’s place on the course will then be confirmed. If paying by purchase order, full payment must be made within 30 days of the invoice, or 2 weeks before the start of the course, whichever is sooner.
4. For late bookings, if payment is not received prior to the delegate attending the Course, Anthias Consulting reserves the right to refuse admission until payment has been made in full.
5. Course cancellation will incur a penalty of a deductible amount per person: minus an admin fee up to 8 weeks before the course start date; -50% up to 6 weeks before the course; -75% up to 4 weeks before the course; -100% up to 2 weeks before the course. Under exceptional circumstances, an alternative course may be offered without incurring any penalty.
6. For classroom-based courses, a minimum of 5 attendees will be required for a course to proceed; a maximum of 15 analysts will be accommodated on any course at any one time. For laboratory-based courses, a minimum of 2 attendees will be required for a course to proceed: a maximum of 4 to 6 analysts, depending on the course, will be accommodated on any course at any one time. Anthias Consulting Ltd. reserves the right to cancel a course with a full refund of course fees, or provision of an acceptable alternative course, due to under subscription or other unforeseeable circumstances without incurring any due penalty. Course attendees will be notified at least 2 weeks in advance by email of any changes to the course schedule for which they have registered. Anthias Consulting Ltd will not be liable for any costs incurred by airlines or hotels as a result of any changes, or any implication of assignments at work for which training is required.
7. Discounts: Offers cannot be combined, except where stated.
8. Course prices are exclusive of VAT. VAT will be charged at the standard rate of 20% for UK-based courses. Training courses running overseas may be subject to VAT rates applicable in that country.
9. Anthias Consulting welcomes delegates from overseas. Once full payment for the course has been received, a visa invitation letter can be provided, which states that a delegate is registered to attend a training course. Anthias Consulting has no influence over any embassy and is unable to guarantee that a visa will be granted. Delegates are solely responsible for obtaining a visa, and failure to do so will not make the delegate or delegate’s company exempt from the cancellation penalty. Anthias Consulting advises delegates from overseas to book and pay for a course and apply for a visa well in advance of the course start date, so that if required a full refund minus admin fee can be paid if required up to 8 weeks before the course start date.
10. Anthias Consulting does not accept responsibility for flights or hotel bookings or their cancellation policies. Delegates therefore book flights and hotels at their own risk. Delegates and their companies are responsible for ensuring they have adequate travel permits and visas for course attendance, as well as adequate travel & medical insurance cover.
11. Delegates are not permitted to bring samples onto the courses, there most likely will not be an instrument available to analyse such samples. We advise delegates to bring in their existing chromatograms for discussion instead (where appropriate, according to the course), although Anthias Consulting cannot promise to answer delegate’s problems relating to their individual areas of work.
12. Anthias Consulting accepts payment by cheque, BACS, faster payments, bank transfer or credit card. Cash payments are not accepted. All payments must be made in UK pounds. A card processing fee of 2.83% will be added for all payments made by credit card.
13. Payments made from a non-GBP account are subject to a £10 admin fee.
14. All invoices must be paid in full; bank commission charges are not accepted.
15. Prompt payment is much appreciated. Anthias Consulting will exercise their statutory right to claim interest at 8% plus the Bank of England base rate, and compensation for debt recovery costs under the Late Payment legislation.