

## GC & GC-MS Training Course Registration Form

Please fill in this registration form as completely as possible. If you have any question, you can reach us on [courses@anthias.co.uk](mailto:courses@anthias.co.uk) or telephone +44 (0)1480 831262

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

<b>Name</b>	
<b>Position</b>	
<b>Company name</b>	
<b>Company Address</b>	
<b>Phone Number (with dialling codes)</b>	

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

Name & Title	Nationality	Email address	Course Title & Date	Amount (excl. VAT)
				£
				£
				£
				£

For bookings of more than 4 analysts, please contact us by email as we may be able to offer a group discount.

### Payment

- ☐ I/we would like to pay by PayPal and will make the payment to [dct@anthias.co.uk](mailto:dct@anthias.co.uk) immediately.
- ☐ I/we would like the company to be invoiced and include a purchase order number and contact details below.

### Invoicing

<b>Contact Name</b>	
<b>Contact Telephone</b>	
<b>Contact Email</b>	
<b>Invoice Address</b>	
<b>Purchase Order Number</b>	
<b>VAT Registration Number</b>	

**Note:** Invoice will be sent for total amount of booking unless specified otherwise and is based on the advertised rates, includes any applicable discounts and with added VAT at 15%. Payment should be made 30 days before course commences but full balance is required before course start date. Details of bank & VAT registration details will be provided on the invoice.

☐ I/we have read and agree to the terms and conditions listed below & completed the required information overleaf.

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

☐ I/we agree to be invoiced for the amount advertised, minus any applicable discount and with added 15% VAT.

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

All registrations will be confirmed by email. All registrants will then receive a pre-course questionnaire to evaluate their level of experience.

Thank you for booking with us!

### Required information

1. Do any of the delegates have access requirements? Please specify.
2. Do any of the delegates have dietary requirements? Please specify.
3. Where did you find out about the training courses?
  - ☐ Web search engine, please specify
  - ☐ As a web listing, where?
  - ☐ LCGC Europe/International Labmate/Select Science
  - ☐ Recommendation by analyst
  - ☐ Via a printed flyer
  - ☐ Via a supplier
  - ☐ Other, please specify:

### Notes on Venue, Hotels & Flights

Confirmation of venue location, selection of hotels, flights & airports will be forwarded by email between 4-8 weeks before the course commences.

### 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 attendee's part.
2. All course attendees 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. All payment for courses must be received in advance of attendance of the course.
4. Anthias Consulting does not accept responsibility for flights or hotel bookings or their cancellation policies. Course attendees therefore book flights and hotels at their own risk.
5. Course cancellation will incur a penalty of a deductible amount per person: -50% up to 8 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. 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. 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. 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.
8. 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 can not promise to answer delegate's problems relating to their individual areas of work.

For more information on courses or terms & conditions, contact [courses@anthias.co.uk](mailto:courses@anthias.co.uk).