



*Please complete information below*

*Please note that the name and title you give here will be printed on your badge and the participants' list.*

Date:

Venue:

## 1. Participants information

Family Name:

Title: Mr. Ms. Mrs. Prof. Dr. Other

First Name:

Organisation:

Address:

City:

Country:

Telephone:

Fax:

E-mail:

\*Please include a copy of your valid ID.

## 2. Workshop Fee

Fees include tea/coffee, lunch, and workshop materials during the workshop.

One Day Workshop :

Two Days Workshop:

### PAYMENT OPTIONS

Direct Deposit / EFT

Cheque

**Delegate Name**

**Email**

**Position**

**Delegate Name**

**Email**

**Position**

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Signature: \_\_\_\_\_

**BANKING DETAILS**

A/C Name: The Change Agency Initiative

Bank: Stanbic Bank (Z) Limited

Swift Code: SBICZMLX

Branch Code:040015

Account Number: 0140075695801

Branch Name: Mulungushi Branch

Ms. Claire Limbwambwa, +26077773768, +26066753502 or +260211236874

**CONFIRMATION**

Full payment must be made on return of this form to make a confirmed

booking. Payment must be received prior to the workshop date. The Change Agency Initiative reserves the right to refuse entry to the workshop should full payment not have been received by workshop date. Upon receipt of your booking, we will e-mail each registered participant a course confirmation pack. This pack will include venue information with a map and specific event details. If you have not received confirmation within one week of booking, kindly contact us on +26077773768, +26066753502 or +260211236874 for assistance. Participant's fees include all workshop materials, lunch and refreshments for each day. Please note that hotel accommodation and travel are not included in the price. Participants are encouraged to make their own arrangements.

**CANCELATION POLICY**

Participants unable to attend the event may send a substitute Participant in their place. Please send written details of substitution. Written cancellations must be received not less than 10 working days prior to the date of the event and will be liable for 50% of the event fee. Failure to cancel, or cancellations received 10 working days or less prior to the event date, will result in liability for the full event fee. Non-attendance does not constitute cancellation. The Change Agency Initiative reserves the right to alter the program and speaker details without notice or penalty. Should The Change Agency Initiative permanently cancel an event for any reason whatsoever, a credit of the equivalent amount paid towards the event will be made to the Client. In the event of The Change Agency Initiative cancelling or postponing an event, The Change Agency Initiative will not be responsible for covering airfare, accommodation, or other related travel costs incurred by the Client.

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