

3 WAYS TO REGISTER

- A** online: pda.org/EU/CCIT2020-advanced
- B** FAX: + 49 30 436 55 08-66
- C** Email: registration-europe@pda.org

This PDF-file provides an automatic fill-in function. Your signature, however, is needed in writing.

1 Your Contact Information

If this form is an update to a previously submitted form, please check here.

Mr. Ms. Dr. Nonmember I want to become a PDA Member.

PDA Member ID Number

Name (Last, First, MI) _____

Job Title _____

Company _____ Department _____

Mailing Address _____

City _____ Postal Code _____

Country _____ Email _____

Business Phone _____ Fax _____

Substituting for _____

(Check only if you are substituting for a previously enrolled colleague; a nonmember substituting for a member must pay the membership fee.)

2 Information about Visa Matters

- All registrations which will involve visa matters will have to be submitted to PDA EU four weeks prior to the start of the event at the latest. For later registrations, PDA Europe will be unable to assist participants in any visa affairs.
- All costs incurring in connection with visa affairs shall be borne by registrants. (This applies in particular to costs for submitting documents by courier.)
- Potential participants must be clients of UPS shipping agency and submit their UPS customer reference number to PDA EU (together with their registration).

3 Registration

All fees given in Euro and excluding VAT (7,7 %)

Two-Day Training Course (27-28 February 2020)
CCIT for the Advanced User

All Participants _____ **1595**

4 Payment Options

- By Credit Card**
- American Express MasterCard VISA
- For your credit card information safety:**
Please send your details by fax only (+ 49 30 436 55 08-66) or register online.
- By Bank Transfer** Upon request only
- By Purchase Order** Upon request only

5 Declaration of Consent

According to the General Data Protection Regulation (GDPR), we manage your personal data responsibly.

For more information, please visit pda.org/privacy-policy

RESPONSE REQUIRED – By checking the box(es) below, I consent to:

- My contact information (name, company, job title, city, state, country) being printed on the attendee list distributed at the event.
- PDA recording and/or photographing me and using those recordings and/or photographs in future PDA promotional and marketing materials.
- PDA sending me promotional information via email.
- PDA sending me promotional information via post

Date _____

Mandatory Signature _____

CONFIRMATION: Transmitting your filled-in registration form constitutes a binding application for the specific event. PDA Europe will send you a confirmation including payment details. **A legally binding contract is concluded once PDA Europe has sent a written invoice by mail to you.** A letter of confirmation will be sent to you within one week once payment has been received. You must have this written confirmation to be considered enrolled for this PDA event. PDA Europe reserves the right to deny access to anyone unable to provide written confirmation that all dues have been fully settled. **SUBSTITUTIONS:** If you are unable to attend, substitutions are welcome and can be made at any time, including on site at the prevailing rate. If you are registering as a substitute attendee, please indicate this on the registration form. Changes are free of charge until 2 weeks prior to the start of the event. After this two-weeks period, there will be a charge of up to € 100 excl. VAT per name change. **REFUNDS: Refund requests must be sent to PDA Europe.** If your written request is received on or before **26 January 2020** you will receive a full refund minus a 150 € excl. VAT handling fee. After that time, no refund or credit requests will be approved. No-shows are responsible for paying the full registration fee. Late and on-site registration does not guarantee access to complete event materials. A Walk-In late fee may be charged. PDA Europe is PCI-Compliant. **EVENT CANCELLATION:** PDA reserves the right to cancel an event or modify the material or speakers/instructors without prior notice. If an event must be canceled, registrants will be notified by PDA as soon as possible and will receive a full refund. PDA will not be responsible for airfare penalties or other costs incurred due to cancellation. For more details, contact PDA at registration-europe@pda.org or fax to + 49 30 436 55 08-66.