****2020 PROCESS DESIGN PRACTICES COURSE *for design, optimisation and troubleshooting***

**Registration *(5% “Early bird” for registrations before 31 August 2020)***

**2 to 6 November 2020; NOVOTEL London West, London, UK**

Download from [www.proceng.co.uk](http://www.proceng.co.uk) and e-mail complete registration form to [andries@proceng.co.uk](mailto:andries@proceng.co.uk)

**Find herewith a request for the following reservation for the above training course:**

**REGISTRAR DETAIL:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INVOICE DETAIL:**

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ VAT Nr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Quotation Required? (Yes / No): \_\_\_\_\_

Company Invoice Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Order Nr. \_\_\_\_­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Invoice Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Invoice Contact e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Invoice Contact Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ATTENDEE DETAILS:**

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| --- | --- | --- | --- | --- | --- | --- |
|  | **Name** | **Surname** | **ID Nr** | **e-mail** | **IChemE Nr** | **Dietary Limitations** |
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**Course Fee:**.

The attendance fee (excluding VAT) is set at £ 2 000 per person (£ 1 900 for IChemE members) and this excludes travel and accommodation cost for the attendee. An ‘early bird’ discount of 5% is offered for all registrations confirmed before 31 August 2020. A further 5% bulk discount is available for companies registering more than 10 attendees before 31 August 2020.

**Payment:** Invoices will be issued from 1 September 2020 or thereafter upon receipt of registration. Payment terms is 30 days from date of invoice but before commencement of the course presentation. Payment is preferred by Electronic Fund Transfer (EFT) but Credit Card Facility via PayPal is available at an additional transaction fee. Late payment could put attendance reservation at risk.

**Rights Reserved:** If you registered and are unable to attend the event you may substitute at any time. Such substitution and name changes must be communicated to *ProcEng* by e-mail. No refund for cancellation after 31 August 2020. A minimum of 20 attendees by 31 August 2020 is required for the presentation to proceed. The presentation date or presenter could be subject to change at the discretion of Cilliers Kruger or *ProcEng* in the event of unforeseen circumstances like illness.