

# Registration Form

## PON GLOBAL - LONDON

PROGRAM ON NEGOTIATION  
HARVARD LAW SCHOOL  
EXECUTIVE EDUCATION



County Hall, Westminster Bridge  
Belvedere Road, London, SE1 7BP

Please tick the course you are registering for:  04-06 Feb 2020

This form, completed in each part, must be sent by e-mail to: [ponglobal@ivosolutions.com](mailto:ponglobal@ivosolutions.com) For multiple registrations please submit individual forms. In signing this registration form, you indicate your acceptance of the attached Registration Terms & Conditions.

### Personal Details

First Name			
Last Name			
Date of Birth (dd/mm/yyyy)			
Gender (please circle)	M / F	Nationality	
Dietary Requirements			
Home Address Line 1			
Home Address Line 2			
City			
Postcode			
Phone (Landline)			
Phone (Mobile)			
Email Address			
How did you hear about the course?			
Who is responsible for training / L&D within your company (name, email)?			

Please Note: Future communications and course details will be sent to the email address provided. Please ensure details are correct and clearly indicated.

### Company Details

Company Name			
Company Address Line 1			
Company Address Line 2			
City			
Postcode			
Job Title			
Role & Responsibilities (Please provide a brief description of your job role, industry sector and background.)			

**Payment Preference** (You will be contacted with payment details following the submission of your Registration Form.)

Internet Bank Transfer	<input type="checkbox"/>	Cheque	<input type="checkbox"/>	Debit Card / Credit Card	<input type="checkbox"/>	VAT Invoice & BACS Transfer	<input type="checkbox"/>
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### Signature and Terms and Conditions

Signed			
Name (printed)			
Date			

Please tick to confirm you agree to the Terms and Conditions	<input type="checkbox"/>
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# Terms & Conditions

## **The Course**

The PON Global course in London is a three-day executive education programme that examines core decision-making challenges, analyses complex negotiation scenarios, and provides a range of cooperative and competitive negotiation strategies. In short, it prepares you to achieve better outcomes at the bargaining table, every single time.

## **Payment Policy**

The tuition fee must be paid in full following the submission of a complete registration form. Payment can be made via online bank transfer, credit/debit card or cheque. For company registrations, an invoice can be provided. Following the receipt of your registration form you will be contacted with payment details.

For any payment queries, please email: [ponglobal@ivosolutions.com](mailto:ponglobal@ivosolutions.com) or call: +44 (0) 203 507 0036

Please note: Enrollment is not guaranteed until payment has been received.

## **Cancellation Policy**

Cancellations received in writing at least 25 business days prior to the start date of the course, will be eligible for a full refund less a £500 administrative fee, issued in the original form of payment. Cancellation requests received within 25 business days prior to the start of the course are subject to full payment of the programme fee. In the unlikely event that the course is cancelled, we bear no responsibility to any airfare, hotel or other costs or losses incurred by registrants.

Please submit your cancellation request in writing to the PON Global - London team:

Email: [ponglobal@ivosolutions.com](mailto:ponglobal@ivosolutions.com)

Post:

PON Global – London  
Ivo Business Solutions  
Parkhouse, London Road  
Stamford, Cambs  
PE9 3JS

## **Transfer Policy**

It is not possible for applicants to transfer to a future PON Global course. Please refer to our Cancellation Policy above.

## **Substitution Policy**

Registrants may transfer a registration to another person within the same organisation. All requests must be received in writing no later than 25 business days prior to the start date of the course.

## **Programme Changes**

At our complete discretion, we reserve the right to change, cancel or postpone the start date of the course, by giving notice to applicants via email, using the email address provided on their registration form.

If the course is cancelled, tuition fees will be refunded within 60 days following that communication.

## **Confidentiality and Data Protection**

Ivo will gather personal data from applicants - this data will typically include details gathered when registering for the programme, plus additional information relating to their use of the programme. We collect this information in order to process participants requests, measure customer satisfaction, for marketing purposes and to keep in touch with you about future PON programmes and the work that Ivo does. Ivo will comply with the Data Protection Act 2018.