

BOOKING FORM

LEADERSHIP IN TRANSFORMATION®

International Leadership Conference 2009

21–23 September 2009, Transcorp Hilton Hotel, Abuja

The Upside of a Downturn -

Leadership actions at the forefront of reformation and recovery

PLEASE COMPLETE IN BLOCK LETTERS

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NAME OF ORGANISATION	
ADDRESS	
TELEPHONE NUMBER	
EMAIL ADDRESS	

LIST OF DELEGATES

SURNAME, FORNAMES	JOB TITLE	PROFESSION/HONOURS
1		
2		
3		
4		

DO YOU REQUIRE ACCOMMODATION AT THE CONFERENCE HOTEL; TRANSCORP HILTON, ABUJA?

(For all other Hotels in Abuja, kindly enquire directly with your preferred hotel)

ROOM TYPE: STANDARD (_____) EXECUTIVE (_____) ROYAL (_____)

Rates/Cost will be advised separately

DELEGATE FEE: N620,000

Bookings and Payments made more than four weeks before the conference date attract up to 10% early bird discount. Multiple delegates/bookings attract between 5% and 10% discretionary discount.

PLEASE MAKE CHEQUES AND DRAFTS PAYABLE TO 'TL FIRST PLUS'

INTERCONTINENTAL BANK PLC:

NAIRA PAYMENTS TO ACCOUNT NUMBER 0286-050-00-00-041

UK AND GBP PAYMENTS TO DOMINILIARY ACCOUNT 0286-191-00-00-029



FOR FURTHER INFORMATION, PLEASE CONTACT TL FIRST INTEGRATED MANAGEMENT GROUP:

NIGERIA: +234 1 950 50 12 OR +234 703 00 00 350 OR UK: +44 208 663 6400 OR + 44 77 33 77 88 68

events@tlfirst.com, www.tlfirst.com or www.leadershipintransformation.com

What the price includes

The price includes the advertised conference/workshop, lunch and refreshments for all delegates. Please allow up to 4 days for confirmation of your registration. If you need to contact us before the event you can contact your local office by telephone or email events@tlfirst.com. Those attending should pay the full fee of the course before the programme begins, unless prior arrangement is made with TLFIRST.

All monies paid in respect of programme are fully refundable up to 22 days before the programme begins. Training fees can be transferred to a later course or place can be taken by someone else within your organisation. If, due to unforeseen circumstances, a course has to be cancelled we will refund all monies received, less reasonable administration expenses. TL First will not be liable for any other expenses incurred.

Copyright

The intellectual rights to all course contents and course material are protected by copyright. The customer may not reproduce sell or hire course materials and agrees to use them only for post course reference. Course documentation can only be provided to those who attend courses.

Course Changes

We seek constantly to improve the quality of the course being offered and therefore reserve the right to modify courses without prior notice to the customer. We also reserve the right to re-schedule courses. In such events the customer may refuse to accept the re-booking and claim the refund of any payment already made, but shall not be entitled to any compensation.

Offsite Training

If training is provided at a client's premises the following conditions apply. The trainer must have a suitable environment in which to deliver the training. Trainer must have access to the appropriate hardware and software to carry out the specified training. Trainer will only be using existing installed software to deliver training and as such no liability is accepted for any problems which occurred with any hardware or software either during or after the training. If the trainer finds s/he cannot do the training due to problems with any of the above, TL First reserves the right to charge the customer for the trainer's time and travelling costs.

Privacy and data protection

We do not sell, trade or rent your personal information to others. We will add your details to our database to process your booking and so that we can keep you up to date with relevant details or our services. If you do not want to receive any further information from us by post, phone or email, please contact info@tlfirst.com