# Training Registration Form

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|---|---|---|---|---|---|---|
| Full Legal Company Name | | | | | | |
| First Name & Surname | | | | | | |
| Email Address | | | | | | |
| Mobile Number | | In Person | | On-Line | | |
| Job Description/Designation | | | | | | |
| ECSA Registered | Yes | | No | | Number | |

| Course Date | Course Name / Description |
|---|---|
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## Terms and Conditions

**1. Booking Confirmation**

- IS³ – Industry Software, Solutions & Support will confirm your booking only upon receipt of full payment.
- Payment must be made prior to the course start date to secure your space.

**2. Cancellation and No-Show Policy**

- Cancellations or changes must be submitted in writing at least **7 calendar days** before the course start date.
- If you are unable to attend, you may nominate a substitute delegate. Please provide their full name for certificate issuance.
- Cancellations received **less than 7 days** before the course will incur a **50% cancellation fee**.
- **No-shows** on the day of training will be charged **100% of the course fee**.
- No refunds or credits will be issued for non-attendance without prior written notice.

**3. Course Rescheduling and Cancellation by IS³**

- IS³ reserves the right to reschedule or cancel any course due to unforeseen circumstances or insufficient enrolment.
- Affected delegates will be notified promptly via email or phone.
- It is the participant's responsibility to ensure their contact details are accurate and up to date.
- Course fees may include refreshments, lunch, and training materials, where applicable.

**4. Online Training Requirements**

All online training is delivered via **Microsoft Teams** and **Amazon Workspaces**. To participate effectively, you must have:

- A computer or laptop with a screen resolution of **1920x1080** (a second screen is recommended)
- Keyboard, mouse, and headset with microphone and speakers
- Stable internet connection with a minimum speed of **8 Mbps** (upload/download)

**5. Certificate Issuance Criteria**

Certificates of completion will be issued only to participants who meet the following criteria:

- Full attendance of all scheduled training sessions.
- Active participation in course activities, discussions, and assessments.
- Completion of required assignments or evaluations, where applicable.

**6. Intellectual Property**

- Training manuals will be provided in PDF format.
- All training content—including manuals, presentations, and supporting materials—is the intellectual property of **AVEVA** and **IS³**, an **AVEVA Select Distributor.**
- You may not copy, reproduce, distribute, transmit, modify, or create derivative works based on this content without prior written consent from AVEVA and IS³.

**7. Data Protection and Consent**

- By signing this form, you consent to the collection and processing of your personal data in accordance with the **iOCO Privacy Statement**.
- Your data may be shared with relevant stakeholders for training and certification purposes.
- Failure to meet these criteria may result in non-issuance of the certificate, regardless of payment status.

**8. Agreement**

**By signing below, you acknowledge that you have read, understood, and agree to abide by these Terms and Conditions.**

| Signature | Print First Name & Last Name | Date |
|---|---|---|
| | | |

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