



GUYANA NATIONAL BUREAU OF STANDARDS

TRAINING REQUEST FORM Virtual

Please mail or fax to: **The Executive Director,
Guyana National Bureau of Standards
Flat 15 Sophia Exhibition Complex
Georgetown, Guyana
Telephone: 592-219-0062, 219-0064-0066
Fax: 219-0070 E-mail: info@gnbsgy.org**

Name of Contact Person: _____

Company: _____

Address: _____

Telephone: Fax: E-mail:

Course Title: _____

_____ Course Date: _____

Name of Participant	Designation	Email Address

Note: If more than Two (2) participants kindly attach a supplemental sheet with participant information.

Method of Payment:

- Cheque Enclosed:** (payable to): GUYANA NATIONAL BUREAU OF STANDARDS
- Cash:**
- Bank**

Please do not send cash in an enclosed mail.

How did you hear about this course?

- Invitation:
- Referral:
- Other advertisement (please specify):
- Other source (please specify):

I consent to GNBS collecting and using the above information to register me in the seminar/course outlined and to periodically send me material on related training programmes.

CANCELLATION POLICY:

Cancellation requests received more than 7 working days before the start date of the training programme will receive a full refund of the course fee minus a \$5,000 administration fee. Cancellations requests received within the 7 working days before the start date of the course will be non-refundable. GNBS reserves the right to cancel any training programme and will, in such event, fully refund all registration fees. No liability is assumed by the organisers for changes in course dates, content, speakers of venue.

SEMINAR TRANSFER POLICY:

Registrants will be permitted one course transfer without charge, provided notification of transfer is received at least 7 working days in advance of the course start date. Transfer requests received less than 7 working days in advance of the course start date will be assessed by an administration fee of \$5,000. Any subsequent transfer requests will be assessed an administration fee of \$5,000.

SUBSTITUTION POLICY:

Substitutions of participants will be permitted at any time prior to the start of the course. Please ensure that any substitute participants meet the pre-requisite requirements, if any, for the course.

NOTE: In order to effectively benefit from our virtual course you will need a stable internet connection and a laptop or desktop computer. The use of cell phones are not encouraged.

FOR OFFICIAL USE ONLY

Date received; _____ *Received by:* _____

Date evaluated: _____ *Evaluated by:* _____

Applicable Only for Customized Training

Selected Trainer(s) _____

Trainer(s) Acknowledgement _____ *Date:* _____