



Wilhelm-Haas-Str. 6  
D-70771 Leinfelden-Echterdingen (Oberaichen)  
Germany  
Telephone: +49 711 9753 202  
Email: [registration@btbnet.de](mailto:registration@btbnet.de)



## Enrolment Form IBM IT Conferences and Training Courses

Please complete **electronically** and return  
By email to: [registration@btbnet.de](mailto:registration@btbnet.de)  
By fax to **BTB GmbH: +49 711 9753 209**

Course Code:

Course Title:

Location:

Start Date:

First Name, Last Name:

Mr.  Mrs.  Ms.

Company:

Position:

Email Address:

Telephone #:

GSE Member

Non GSE Member

If yes, you must provide your company's GSE Member #:

If you do not know your company's GSE Member #, please contact GSE European Support Office at [gsehq@gse.org](mailto:gsehq@gse.org) or by telephone at: +41 41 7487020

Billing Address:

Purchase Order # if required:

Company:

Department:

Street / Nr.:

City:

Post Code:

Country:

I recognize and accept the attached enrolment and attendance conditions.

Date/ Location:

Signature:



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## **Enrolment / Attendance Conditions**

Upon submission of the application, the participant accepts these enrolment and attendance conditions. While on-site IBM's attendance conditions will apply.

## **Enrolment**

The enrolment may only be made in writing with the “**Enrolment Form IBM IT Conferences and Training Courses**” provided by BTB GmbH. The completed Form must be returned to BTB GmbH by Fax or Email as per details provided on the Form. An invoice will be sent to the registrant promptly as receipt of the enrolment.

## **Fees**

The fees will be invoiced by BTB GmbH to the billing address provided in the Enrolment Form. **The participation can only be confirmed after payment has been received.** The **full and correct billing address shall be included in the Enrolment Form.** If a Purchase Order # is needed, this must also be included in the Enrolment Form. Unnecessary delays in payment can therefore be avoided.

## **Participant Cancellation / Substitution**

The participant may cancel without penalty up to 3 weeks before the start of the event. 100% of the paid conference fee will be refunded. If the participant cancels less than 3 weeks before the event, or there is a no-show, there will be no refund. The participant may be replaced by another participant – this must be notified in writing to BTB GmbH, with full details on the substitute participant. Please fill in all relevant data when you enroll a substitute participant for a Conference or Training Course.

## **Event Cancellation / Changes by IBM**

In the event of a cancellation or change of date or location by IBM, the participant will be informed immediately. BTB GmbH waives all responsibility in the event of a cancellation or change to Conference or Training Course details, including for related amendments or cancellation of participant travel arrangements.

## **Contact**

Queries on conference registration may be addressed to BTB GmbH  
Telephone +49 711 9753 202, or email to [registration@btbnet.de](mailto:registration@btbnet.de)