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70771 Leinfelden-Echterdingen (Oberaichen)
Germany
Phone: +49 711 9753 202
E-mail: registration@btb.gmbh

Enrolment Form IBM IT Conferences and Training Courses

Please complete **electronically** and return
by e-mail to: registration@btb.gmbh
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:

E-mail 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 the GSE European Support Office at gsehq@gse.org or by telephone at: +41 41 7487020

Billing Address

Purchase Order # if required:

Company:

Department:

VAT # of the Delegate's Company:

Street / No.:

City:

Postcode:

Country:

I recognize and accept the attached enrolment and attendance conditions.
With your signature you agree (according to art. 6 Ch. 1 lit. a GDPR) that your personal data may be passed on to third parties (in this case to IBM as conference partner or to training partners of BTB GmbH) and that BTB GmbH may process your data for conference or course enrolment and subsequent processing (e.g. for invoicing).
The general privacy policy of BTB GmbH can be viewed at https://www.btb.gmbh/Datenschutzerklärung/General_Privacy_Policy.pdf.

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 the attendance conditions of IBM or respective IBM Global Training Provider (GTP) 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 e-mail as per details provided on the form. An electronic confirmation 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 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 4 weeks before the start of the event. 100% of the paid conference fee will be refunded, in case the fee has previously been paid. If the participant cancels less than 4 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 enrol a substitute participant for a Conference or Training Course.

Event Cancellation / Changes by IBM or IBM Global Training Provider (GTP)

In the event of a cancellation, change of date or location by IBM or respective IBM Global Training Provider, 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 or training registration may be addressed to BTB GmbH
Telephone +49 711 9753 202, or e-mail to registration@btb.gmbh