

## SHORT PROGRAMME ENROLMENT FORM

Programme Title:

Start Date:

Cost:

*If more than one participant please contact our Programme Advisors on 1800 22 33 88 or email [programmeadvisors@imi.ie](mailto:programmeadvisors@imi.ie)*

### PARTICIPANT INFORMATION

Title:

First Name:

Last Name:

Job Title:

Mobile Number:

Participant Email:

(Used for programme booking details)

How did you hear about this programme?:

Other:

### COMPANY DETAILS

Organisation Name:

Number of Employees in Ireland:

Organisation Address:

Industry:

Telephone:

Fax:

Are you or your organisation a member of the IMI?    Yes    No

Contact me about IMI membership?    Yes    No

I am receiving financial support from my organisation to attend this programme.    Yes    No

*If so we require the following details:*

HR / L&D / Finance contact for invoice:

Role:

Direct Line Number:

Email:

### PAYMENT DETAILS

Payment details are required now to complete the programme booking. Course fees can be found on our website [www.imi.ie](http://www.imi.ie). If payment details are missing or incorrect this will delay your booking. For more information contact our Programme Advisor Team on 1800 22 33 88. For finance queries contact: [finance@imi.ie](mailto:finance@imi.ie) / 01 207 8403.

### Payment Method

Purchase order:

Purchase order #:

Credit Card:

*Please note; we no longer accept AMEX*

## TERMS AND CONDITIONS

Programme bookings can be made by completing and returning the booking form to [programmeadvisors@imi.ie](mailto:programmeadvisors@imi.ie). Receipt of your booking will be confirmed by email. Joining instructions will not be issued until booking requests are confirmed.

If your organisation is not an IMI Member, details on how to join can be found [here](#).

Candidates availing of the IMI Member rates should be aware that invoices must be processed by the Member organisation. All organisations are provided regular statements of usage across IMI's services including number of attendees, programme costs and benefits used.

### Payment

Payment is required prior to programme commencement. The IMI reserves the right to reallocate, cancel or offer the place to another participant if fees are not paid on time. Payment can be made by PO or Credit Card.

### Cancellations

Cancellations must be made via email to [programmeadvisors@imi.ie](mailto:programmeadvisors@imi.ie) or via post to: Programme Advisors, IMI, Sandyford Road, Dublin 16 or by calling 1800 22 33 88.

- 10% of the full programme fee will be charged on cancellations received up to 15 – 30 calendar days of the start date prior to the start of the programme.
- 50% of the full course fee will be charged on cancellations received within 14 calendar days or less of the start date. In the event of a cancellation the following charges will apply:
- Cancellations on the day of the programme will not be subject to a refund.

### Transfers

In the event of a participant transferring their registration to a later date the following charges will apply:

- Participants wishing to transfer attendance to a subsequent programme will incur the relevant above cancellation fee plus any increase in course cost.

### Participant Substitution

Companies may substitute participants at any time prior to the course start date without penalty.

### Incidental Expenses

The IMI is not responsible for covering travel, accommodation or incidental costs incurred by the participant.

### Contacting the IMI

Contact the IMI via email: [programmeadvisors@imi.ie](mailto:programmeadvisors@imi.ie) or call 1800 22 33 88.

Our mailing address is, The IMI, Sandyford Road, Dublin 16.

### Privacy Policy

Your personal data is collected and stored for the purpose of providing you with the services you have requested from us. Any personal data provided to IMI will be processed by IMI as data controller in accordance with data protection law. For further information on how IMI uses your personal data and for information on your data protection rights and how to exercise them, please see the [IMI Privacy Policy](#).

### Get Updates from IMI

We'd love to send you updates about IMI events, insights and programmes and solutions. We'll always treat your personal details with care and you can opt out at any time.

Please select one of the options below:

Yes please, I'd like to receive updates

No thanks, I don't want to hear about other services

I have read, understood and agree to the terms and conditions

Name:

Date: