

Details, terms and conditions for abdi's open-booking workshops

Booking

Please book for workshops using the interactive form on the 'workshops' page of abdi's website www.abdi.eu.com/pages/serv.html. You should hear from us within three days; if you don't, please phone us on 01223 360240.

Objectives, agendas and fees

The objectives, agendas and fees for abdi's open-booking two-day (introductory) and three-day (certification) workshops are as described in the document downloadable from www.abdi.eu.com/pages/serv.html. Minor variations in the agenda may be made, for example in response to delegate feedback.

Participants in the three-day (certification) workshop are expected to have completed the two-day introductory workshop and have selected a case study for implementation.

Location and parking

Unless otherwise stated, the workshops will take place at 4 Newmarket Road, Cambridge, CB5 8DT. Please be aware that we have no parking facilities, but are a 30 minute walk from the rail station and there are park and ride sites available at several locations just outside the city.

Please note that our training venue is in a four storey building with access to all floors available only by stairs.

Times

Unless otherwise stated the workshop times for **two-day workshops** are as follows:

Day 1 10.00-18.00

Day 2 0800-16.30

These times will be confirmed when we acknowledge your workshop booking.

Unless otherwise stated the workshop times for **three-day workshops** are as follows:

Day 1 10.00-18.30

Day 2 08.30-17.30

Day 3 08.00-18.00

Meals, refreshments and materials included in the fee

The fee for workshops includes lunches and morning and afternoon refreshments.

The fee for the two-day (introductory) workshop includes a workbook and a copy of the latest edition of Jack Phillips' 'Return on Investment' textbook.

The fee for the three-day (certification) workshop includes a workbook and two case study books

Accommodation

Workshop fees do not include accommodation, dinners or breakfasts.

Payment

Invoices will be sent on receipt of registration forms. Please ensure payment of entire fee one month in advance.

Cancellation policy for open-booking workshops

In the event of a delegate cancelling or transferring their workshop registration, the following will apply:

Within 4 weeks of the first day of the workshop

To cancel or transfer to a future 2 day workshop, a fee of £150 will be charged.

To Cancel or transfer to a future 3 day workshop, a fee of £250 will be charged.

If transferring to a workshop which has been subjected to a price increase, the delegate will be invoiced for the additional fee charge.

Prior to 4 weeks of the first day of the workshop

To cancel or transfer to a future 2 day workshop, a fee of £50 will be charged.

To Cancel or transfer to a future 3 day workshop, a fee of £50 will be charged.

If transferring to a workshop which has been subjected to a price increase, the delegate will be invoiced for the additional fee charge.

Abdi Ltd retains the right to cancel workshops due to unforeseen circumstances.

Cancellation policy for in-house workshops

In the event of the cancellation of an In-House workshop, the following will apply:

Cancellation within 4 weeks of the first day of the workshop, a fee of 25% of the full fees will be charged, or 10% if transferring to another agreed date.

Cancellation prior to 4 weeks of the first day of the workshop, a fee of 10% of the full fees will be charged, or to transfer to a future workshop there will be no fee charged.

If transferring the date of a workshop to a period subjected to a price increase, the client will be invoiced for the additional fee charge.

Abdi Ltd retains the right to cancel workshops due to unforeseen circumstances.