



IFMA'S ESSENTIALS OF FACILITY MANAGEMENT

Workshop Registration

Surname:	First Name:
Position:	Gender: Female/Male
Current Employer:	Address:
Phone:(mobile)_____ (office)_____ (home)_____	
Email 1: _____ Email 2: _____	
Are you a member of IFMA? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If no, are you interested in becoming a member? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Meals: Vegan Y/N Vegetarian Y/N Allergies Y/N (please specify if yes): _____	
How long have you worked as a Facilities Practitioner? _____	
<hr/>	
Workshop Commencement: <u>September 25th 2019</u> [start date] to <u>September 27, 2019</u> [end date] Training Venue: <i>The International School Port of Spain, Columbus Circle, Westmoorings includes a tour to our Maracas Beach</i>	
Accommodation: Courtyard Marriott Port of Spain – USD 135.00 (single/double) plus taxes – to be arranged by Attendee	



Fees:

Workshop Fee (US\$ 600.00) : USD _____ (non-refundable)

Payment by:

- US Cheque Draft
- Wire Transfer

Cheque is to be made payable to: The International School Port of Spain (ISPS)
Please contact us for Wire Transfer Information

Please email Registration Form and payment slip to: amatthews@isps.edu.tt

How did you find out about the workshop: Essentials of Facilities Management

- Referral: _____
- Internet / Email : _____
- Other: _____

Terms and Conditions:

- Please note that the places in the workshop are available on a first-come-first-served basis
- No substitutions or transfers of participants is allowed
- A participant is considered formally registered for the workshop only when the registration form and all course fees are received by ISPS
- Invoices are available upon request
- Fees are non-refundable and all workshop fees must be paid in full by September 10, 2019 before the commencement of the workshop to ensure resource materials are shipped on time

I hereby declare that I have read the above terms and conditions and that all the entries are true and correct.

Signature: _____ Date: _____