

COURSE REGISTRATION FORM

SACEOS Foundation Programmes

A. PROGRAMME DETAILS

Course Sessions	Dates*
<input type="checkbox"/> Professional Events Management (PEvM)	<input type="checkbox"/> 03-05 Feb 2021, Wed to Fri <input type="checkbox"/> 23-25 Jun 2021, Wed to Fri <input type="checkbox"/> 22-24 Sep 2021, Wed to Fri <input type="checkbox"/> 08-10 Dec 2021, Wed to Fri
<input type="checkbox"/> Professional Exhibition Management (PEM)	<input type="checkbox"/> 21-23 Apr 2021, Wed to Fri <input type="checkbox"/> 18-20 Aug 2021, Wed to Fri
<input type="checkbox"/> Professional Conference Management (PCM)	<input type="checkbox"/> 05-07 May 2021, Wed to Fri <input type="checkbox"/> 06-08 Oct 2021, Wed to Fri

*subject to change at SACEOS' discretion

Course Fees*	
Member	Non-Member
<input type="checkbox"/> SGD 950.00	<input type="checkbox"/> SGD 1,200.00

*fees are before 7% GST

B. PARTICIPANT DETAILS

Full Name (as per NRIC/Passport) (Dr/Mr/Mrs/Ms/Mdm)		
Name of Company		Designation
Are you a SACEOS Member? <input type="checkbox"/> Yes <input type="checkbox"/> No		Nationality
Address		Postal Code
Telephone (O)	(DID)	(HP)
Primary Email (Work)		
Secondary Email (Personal)		
Highest Education Qualification Attained		

C. PAYMENT (please tick where appropriate)

<input type="checkbox"/> By Cheque
<input type="checkbox"/> By Bank Draft
<input type="checkbox"/> By Telegraphic Transfer
<input type="checkbox"/> By PayNow

D. DECLARATION

Authorised by	Signature
Company Stamp	Date

Terms and Conditions

- Please send completed form via email to secretariat@saceos.org.sg
- Payment must be received 7 days prior to the start of the course. The seat is only secured after full payment is received.
- All remittance by bank draft, telegraphic transfer or GIRO are to be made in Singapore Dollars, drawn on a Singapore Bank only and made payable to SACEOS.
- All bank charges related to the receipt/payment of course fees shall be bore by payer

▪ SACEOS Bank Details:

Name of Bank	Development Bank of Singapore (DBS)
Address of Bank	6 Shenton Way, DBS Building, Singapore 068809
Account Number	012-011514-8 (SWIFT CODE: DBSSSGSG)
PayNow	SPORE ASSN OF CONVENTION & EXH ORG & SUP UEN: S80SS0012C

- For cheque payments, please send crossed cheque payable to SACEOS and mail to:

SACEOS 1 Raffles Boulevard, Level 3 Venue Management Office, Suntec City, Singapore 039593

- The course confirmation email will be sent out 7 working days before the commencement of the course.
- All modules must be completed within one year from date of invoice. Unattended modules will be forfeited.

- Cancellation and transfer:
 - Course fees paid are not refundable.
 - SACEOS reserves the right to reschedule the training.

