

## COURSE REGISTRATION FORM

### SACEOS Foundation Programmes

#### A. PROGRAMME DETAILS

| Course Sessions   | Dates*  |
|---|---|
| <input type="checkbox"/> Professional Events Management (PEvM)    | <input type="checkbox"/> 28-30 Oct 2020, Mon to Wed |
| <input type="checkbox"/> Professional Exhibition Management (PEM) | <input type="checkbox"/> 05-07 Oct 2020, Mon to Wed |
| <input type="checkbox"/> Professional Conference Management (PCM) | <input type="checkbox"/> 12-14 Oct 2020, Mon to Wed |
|   | <input type="checkbox"/> 02-04 Nov 2020, Mon to Wed |

\*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)<br>(Dr/Mr/Mrs/Ms/Mdm)                                  |       |             |
| Name of Company   |       | Designation |
| Are you a SACEOS Member?<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No |       | Nationality |
| Address   |       | Postal Code |
| Telephone<br>(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](mailto: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:

|                        |   |
|------------------------|---|
| <b>Name of Bank</b>    | <b>Development Bank of Singapore (DBS)</b>                                  |
| <b>Address of Bank</b> | <b>6 Shenton Way, DBS Building, Singapore 068809</b>                        |
| <b>Account Number</b>  | <b>012-011514-8 (SWIFT CODE: DBSSGSG)</b>                                   |
| <b>PayNow</b>          | <b>SPORE ASSN OF CONVENTION &amp; EXH ORG &amp; SUP<br/>UEN: S80SS0012C</b> |

- 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.