

## REGISTRATION FORM

Please send this form by e-mail: [indielec@indielec.es](mailto:indielec@indielec.es)

**Training course:**

Course name: \_\_\_\_\_

Starting date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Price: \_\_\_\_\_ € (VAT not included)

**Course attendees:**

1. Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

2. Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

3. Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

4. Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

5. Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

6. Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Invoicing data:**

Company: \_\_\_\_\_

VAT number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Country: \_\_\_\_\_

ZIP code: \_\_\_\_\_

Contact person: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature & stamp:

## GENERAL TERMS OF SALE FOR TRAINING

These General Terms of Sale apply to all training courses organized by INDIELEC in collaboration with SIEMENS PTI.

### **REGISTRATION**

Registration for any of the courses offered can be made through the registration form included in this document or accessing to our online form (<http://www.indielec.com/registration-form-cms-4-51-296/>).

The course registration will be effective upon receipt of this form and once received payment of the course fee.

### **POSTPONEMENT OR CANCELLATION CONDITIONS**

If there are not sufficient participants to make the course viable from a teaching standpoint, INDIELEC reserves the right to postpone or cancel the event, refunding the 100% of the amounts paid.

In case of cancellation by the assistant, refunding it is performed as follow:

- 100% of the amounts, if cancellation is made before the registration deadline,
- 70% of the amounts, if cancellation is made before the start of the course,
- 0% of the amounts, if cancellation is made after the start of the course.

### **PAYMENT AND INVOICING CONDITIONS**

The course fee must be satisfied by bank transfer before the registration deadline. Once verified the operation, the invoice is issued.

#### Invoicing data:

INDIELEC – INGENIERÍA DE DISEÑO ELECTROTÉCNICO, S.L.

VAT number: B-96686068

Parque Tecnológico de Valencia - Rd. Narciso Monturiol 17, Edif. 1, 1<sup>a</sup>-8<sup>a</sup>

46980 Paterna (Valencia)

Phone: +34 96 130 34 62

Fax: +34 96 130 91 67

Email: [indielec@indielec.es](mailto:indielec@indielec.es)

#### Bank account data:

Entity: CAJA INGENIEROS

IBAN: ES83 3025 0010 2614 0001 6328

SWIFT: CDENESBBXXX

Account number: 3025 0010 26 1400016328

## ADDITIONAL INFORMATION

**Minimum capacity:** the minimum number of attendees will be four.

In accordance with the postponement or cancellation conditions, if the minimum capacity is not reached, INDIELEC reserves the right to postpone or cancel the course within the established deadlines.

**Once you have registered:** you will receive a confirmation email with practical information to organize your trip and a detailed map. We also try to provide useful information on accommodation next to the training center.

**Course schedule:** Training courses organized by INDIELEC and held by SIEMENS PTI run from 9 a.m. to 5 p.m., with a break for lunch from 1 p.m. to 2 p.m. Optionally, a short coffee, soft drink or snack break will take place.

**Lunch:** It will be held at a restaurant near the training center and will be paid by the organization.

**Didactics employed:** During the training, there are alternate theory and practical periods, so that attendees acquire the skills needed for the correct use of the software.

**Course material:** Each attendee is given course materials in paper format at the beginning of the course, and a USB flash drive with different course materials at the end of the course. It is recommended one PC per 2 trainees.

**Monitoring and evaluation of the course:**

During the training, attendees will sign an attendance sheet to confirm their attendance, and a satisfaction survey of the training will be delivered.

At the end of the training, a certificate of attendance will be given.

**IMPORTANT:** Each attendee will bring their laptop, with the software previously installed and configured<sup>(1)</sup>. It is also highly recommended to have a mouse, for a more fluid management of the software during the course.

<sup>(1)</sup> Before the beginning of the course, the organization will provide each attendee with the necessary instructions to install the software and configure the license that will be used during the course.