

## REGISTRATION FORM - TrainEval. 2010

*April – October 2010*

Please send via postal service or fax to:

**TrainEval Headoffice**

c/o AGEG Consultants eG  
Jesingerstr. 52  
73230 Kirchheim unter Teck  
Germany

Phone: +49 (0)7021 9708721  
Fax: **+49 (0)7021 97087-9**  
Email: [info@traineval.org](mailto:info@traineval.org)  
Internet: [www.traineval.org](http://www.traineval.org)

Name: \_\_\_\_\_

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

Position: \_\_\_\_\_

Organisation: \_\_\_\_\_ VAT: \_\_\_\_\_

Address for invoicing (if differing): \_\_\_\_\_

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

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

**I hereby register for the following course/modules offered  
by AGEG Consultants eG:**

(Indicate your choice by marking the relevant box with a cross)

Modules	Complete	Single	Location	Dates	Fee
TrainEval 4 - 2010: complete course	<input type="checkbox"/>		Brussels		€ 4.400
Module 1: Planning and Management of Development Evaluations		<input type="checkbox"/>	Brussels	27.-30.04.2010	€ 1.330
Module 2: Design of Development Evaluations & Cost Effectiveness Analysis		<input type="checkbox"/>	Brussels	01.-04.06.2010	€ 1.330
Module 3: Quantitative & Qualitative Data Collection Methods		<input type="checkbox"/>	Brussels	24.-27.08.2010	€ 1.330
Module 4: Data Analysis & Reporting in Development Evaluation		<input type="checkbox"/>	Brussels	28.09.- 01.10.2010	€ 1.330

\* The fee is not subject to tax pursuant to § 4 N°21 a) bb) of the German Value Added Tax law (UStG.).

The course fee covers the training itself, the training documents, training facilities & equipment and coffee breaks. **Accommodation and meals are not included and need to be booked directly by the participants.** Please visit our website [www.traineval.org](http://www.traineval.org) to find a list of nearby hotels.

Application deadline for the complete course is the **15<sup>th</sup> of March 2010**. Single modules can be booked until four weeks before the start of each module, subject to available places.

**EARLY BIRD:** If you book the complete programme or a single module before **26th of February**, the respective course fee will be reduced by 5%.

**To apply, please fill in this registration form and send it by fax or postal service to the TrainEval head office.**

I am aware and hereby accept the Terms and Conditions for TrainEval seminars by AGEG Consultants eG and undertake to pay the applicable course fee as stated above.

Place & date: \_\_\_\_\_ Signature: \_\_\_\_\_

## General Terms and Conditions for TrainEval seminars:

§ 1 - Contracting partner is AGE G Consultants eG, Jesinger Str. 52, 73230 Kirchheim unter Teck, Tel.: +49 (0)7021 97087-0, Fax: +49 (0)7021 97087-9, E-Mail: [m.jacobson@ageg.de](mailto:m.jacobson@ageg.de).

§ 2 - Applications will be treated in order of submission due to limited places in each course. The invoice will be issued at the moment of confirmation of registration and has to be paid immediately and without any reductions. Banking costs have to be carried by the participant. A guarantee of participation becomes only valid after reception of the course fee by the organiser. Only reception of the course fee before the start of the course entitle to participation.

§ 3 - The organisers reserve the right to cancel the event if it is under subscribed or for any other reason. They are entitled to shift parts of the course due to important reasons as well as to implement necessary changes in regard to trainers and venue. Participants will be informed immediately about such changes and course fee where applicable will be refunded. In the event of cancellation the fee will be fully refunded. Any replacement or consequential costs of the participants, due to cancellation or shifting of courses, are excluded. The organisers cannot be held liable for any pre-booked travel or accommodation cost.

§ 4 - Training materials are meant for personal use by the participants. Training materials or parts of it may not be reproduced without written consent by the organisers.

§ 5 - In case of changes to the course sequence due to *force majeure*, the participants are not entitled to a reduction of the course fee. The organiser will try to find compensation in agreement with the participants.

§ 6 - The participants obtain after completion of the complete course or single modules a respective certificate of participation.

§ 7 - If you need to cancel your application for the complete course or for a single module for any reason, the following conditions concerning the fee apply:

- Cancellation within 4 calendar weeks or more before a course or module starts: free of charge.
- Cancellation between 4 calendar weeks and 2 weeks before a course or module starts: 50% of the fees forfeited.
- Cancellation within less than 2 calendar weeks before a course or module starts: 100 % of the fees forfeited.

§ 8 - In case of absence in maximum two modules for compelling reasons and a written cancellation of participation at least three weeks before the start of the concerned module (date of post stamp), a participation in the respective module of the next TrainEval course without change of price can be agreed upon under the condition that those modules of the next course are not overbooked. The implementation of a following TrainEval course can explicitly not be guaranteed, an obligation for the organiser does not exist.

§ 9 - An administrative charge of 50 EUR applies to all changes of registrations.

§ 10 - In case of non compliance with the notice periods or in case of no-show in the course or premature termination of the course from side of the participant, the possibility for participation in the next course is not applicable.

§ 11 - Organisations can book a complete course and send different participants to each module. However, they have to give a complete list of attending participants in advance (sending of registration forms). In case of changes to the given participants within the organisation, the standard rules and administrative charges apply as stated above. The option to recuperate modules to which the participant could not participate within the next TrainEval course does not apply for organisations that send different participants to each module as a general rule. Exceptions are only possible in case of compelling reasons. In that case the procedures of the general conditions are applicable.

§ 12 - For the training course and its implementation solely the law of the Federal Republic of Germany applies. The participation conditions remain valid even in case of ineffectiveness of single provisions. Ineffective provisions will be replaced by such provisions which come as close as possible to the economic intent. Deviations from these terms and conditions are only effective if they are recorded in writing. We would like to inform you that you may revoke the conclusion of this contract according to the settlements of the German Civil Code within 14 days by written notice to the TrainEval headquarters.