

Just fax this side of  
your completed form to:  
+ 41-22-786 0773

## Registration & Information Request Form for the Workshop

# “Communication Skills for Top Executives” 2007

Name/First Name: \_\_\_\_\_

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

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

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

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

Fax: \_\_\_\_\_

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

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

N° of Employees: \_\_\_\_\_

Mother Tongue: \_\_\_\_\_

Command of English: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

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

### REGISTRATION

or

### PROVISIONAL RESERVATION

I wish to enrol for the seminar dates checked. I understand that your invoice of CHF 7'900 (excl. VAT) covers the tuition fee for Part 1 (or CHF 12'800 for Part 1 & 2). If I pay at least three months before the seminar starts, I can deduct CHF 400 for early payment.

I am considering participation in one of these seminars but am unable to make a firm commitment at this time. Please keep me informed about the availability of a seat for the seminar dates checked.\*

#### Part One

#### Part Two

\* Please check the box  
corresponding to the  
seminar dates you have  
selected

A.

22-25 October 2007

on request only

B.

10-13 March 2008

on request only

Each workshop starts  
at 16.15 on Monday and ends  
at 16.30 on Thursday.

### INFORMATION REQUEST (no cost / no obligation)

I would like expert advice on an important speaking task.

I am interested in a specially tailored version to meet the needs of my organization.

Please send me information on other workshops you offer.

Please send me information on seminar dates later than those listed on this form.

# REGISTRATION INFORMATION

## Pre-seminar Information

If you are enrolling now, please send us a copy of your latest annual report or corporate brochure. Along with our confirmation you will receive a questionnaire, allowing you to indicate your typical speaking tasks and your communication strengths and weaknesses. This will ensure that you benefit from practical coaching adapted to your needs.

## Location:

Near Geneva, Switzerland, in a first-class hotel with excellent conference facilities and special conference rates. (Details are automatically provided with enrolment confirmation; they can also be obtained upon request.)

## Accommodation:

A room will be booked automatically for you by our organisation at the special seminar rate. Each participant is expected to settle his bill directly with the hotel.

## Terms:

Our invoice is due six weeks before the seminar begins. We can only guarantee your seat on the seminar if payment reaches us in time.

As Heinz Goldmann Foundation seminars have a strictly limited number of seats, your enrolment and our confirmation represent a mutual, firm commitment. You may, however, cancel your participation at no charge if you let us know by fax or mail **at least six weeks** before the start of the seminar. Should your cancellation reach us later than six weeks but earlier than four weeks before the seminar begins, we regretfully will debit you 50 percent of the seminar fee. If your cancellation reaches us later than four weeks before the start of the seminar, the full seminar fee will be debited. If you fail to attend without notifying us at least 24 hours before the seminar begins, the full fee plus the first day's hotel cost will be debited.

*As an alternative to cancelling, you may at any time before the seminar begins nominate a suitable replacement to take your place at the seminar.*

## Special Reduction:

You can save CHF 400 by paying the invoice at least three months before the start of the seminar.

## Information Hotline;

For answers to all questions relating to this or any other Foundation seminar, please phone

**Geneva: + 41-22-786 07 71**



## The Geneva Partners Group

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