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## Registration Form for AutoForm-Training

Seminar Name: **Bidding & Planning I**

(The training is normally conducted in German. Upon request, it can also be given in English, and additional dates are available.)

Fee: **1245,00 €**

(If we receive your Registration Form at least 4 weeks prior to the training start-date, we will apply a 10% discount to the Fee.)

Location: **Dortmund**

Seminar Dates:  January 28 – 30, 2008

July 28 – 30, 2008

April 22 – 24, 2008

October 28 – 30, 2008

### Participant

### Billing Address (if different)

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

\_\_\_\_\_

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

\_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Department: \_\_\_\_\_

\_\_\_\_\_

Street: \_\_\_\_\_

\_\_\_\_\_

Postal Code / City: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature / Company Stamp

## **Participation Conditions:**

### **Registration**

Please complete, sign and send the Registration Form by mail or fax. With your signature on the mailed or faxed Registration Form you acknowledge and accept these Participation Conditions. The Registration Forms are processed by AutoForm according to the date/time of receipt.

### **Confirmation of Registration**

After we receive your Registration Form, we will send you a written confirmation.

### **Fee**

The training Fee is per participant, and does not include any applicable taxes (e.g. value-added tax VAT). The training Fee includes course materials, a participation certificate, as well as lunch and refreshments.

### **Discount**

If we receive your Registration Form at least 4 weeks before the scheduled training start-date, we will apply a 10% discount.

### **Invoice**

Invoices will be issued following the end of the training seminar. Payment terms are net 30 days.

### **Duration**

The training seminars normally start at 09:00 and end at 17:00.

### **Number of Participants**

To ensure the effectiveness of the training seminars, the number of participants per course is limited. Therefore, we recommend registering as soon as possible. In case a course is full, we will try to suggest an alternative date.

### **Postponement or Cancellation of Training Seminar by Participant**

The postponement of a fixed date of a training by the participant is possible exempt of charges one-time up to 7 days before start-date. For any further postponements, we raise a representation allowance of 50 €. If we receive your written cancellation more than 14 days prior to the training start-date, there is no cancellation fee. For cancellations received within 14 days of the training start-date, we must charge a cancellation fee of 80% of the training Fee. However, if you can not attend a course for which you have registered, you can substitute another participant from your company (in this case, the Participation Conditions apply to the new participant).

### **Postponement or Cancellation of Training Seminar by AutoForm**

AutoForm reserves the right to cancel any training seminar if there are insufficient registered participants. In this case, registered participants will be informed at least one week prior to the training start-date. AutoForm also reserves the right to cancel any training seminar at any time prior to the start-date, due to force majeure, illness or accident, or any other circumstances which prevent the training seminar from being carried out. In this case, AutoForm will inform the registered participants immediately of the cancellation of the seminar.

### **Hotel**

Hotel room reservations are the responsibility of the seminar participants. A list of local hotels is attached. If you contact a hotel on the attached list, please mention the specific code to obtain the best rates.

## Hotel Recommendations:

- TRYP Hotel  
Emil-Figge-Straße 41  
44227 Dortmund  
Tel.: 0231 / 9705 – 0  
Fax: 0231 / 9705 – 444  
E-mail: [tryp.dortmund@solmelia.com](mailto:tryp.dortmund@solmelia.com)  
Code: AUTO
- Steigenberger MAXX Hotel  
Berswordtstraße 2  
44139 Dortmund  
Tel.: 0231 / 9021 – 0  
Fax: 0231 / 9021 – 999  
E-mail: [dortmund@maxx-hotels.de](mailto:dortmund@maxx-hotels.de)  
Code: TZDO 2008
- Pullmann Dortmund  
Lindemannstraße 88  
44137 Dortmund  
Tel.: 0231 / 9113 – 0  
Fax: 0231 / 9113 – 999  
E-mail: [H2833@accor.com](mailto:H2833@accor.com)  
Code: TechnologieZentrum-Dortmund Kundennummer: SC340169861
- Mercure Grand Hotel Dortmund City  
Kampstraße 35  
44137 Dortmund  
Tel.: 0231 / 5897 – 0  
Fax: 0231 / 5897 – 222  
E-mail: [H2900@accor.com](mailto:H2900@accor.com)  
Code: TechnologieZentrum-Dortmund Kundennummer: SC340169861
- NH Dortmund Hotel  
Königswall 1  
44137 Dortmund  
Tel.: 0231 / 9055 – 0  
Fax: 0231 / 9055 – 900  
E-mail: [nhdortmund@nh-hotels.com](mailto:nhdortmund@nh-hotels.com)  
Code: TechnologieZentrum-Dortmund GmbH