

# REGISTRATION FORM

Deadline for Registration: 20 June 2022

## PEOPLE MANAGEMENT, COACHING AND MENTORING

**Dates:** 27 -1 July 2022

**Venue:** Online

### DELEGATE DETAILS

Surname:	<input type="text"/>	Forenames:	<input type="text"/>
Job Title/Position:	<input type="text"/>	Country:	<input type="text"/>
Gender:	<input type="text"/>	Organisation:	<input type="text"/>
Physical Address:	<input type="text"/>	Phone:	<input type="text"/>
<input type="text"/>		Mobile:	<input type="text"/>
<input type="text"/>		Email:	<input type="text"/>
<input type="text"/>		Signature:	<input type="text"/>

### SPONSOR

Name:	<input type="text"/>	Signature:	<input type="text"/>
Organisation:	<input type="text"/>	Position:	<input type="text"/>
Address:	<input type="text"/>	Phone:	<input type="text"/>
<input type="text"/>		Date:	<input type="text"/>
Mobile:	<input type="text"/>	Email:	<input type="text"/>

**THIS BOOKING IS INVALID WITHOUT A SIGNATURE**

**REGISTRATION FEES: USD500 (Five Hundred Dollars only)** per person. Payments by Telegraphic or Direct Bank Transfer Only into the following banking account details:

**Nostro Account  
Details:**

**Bank:** Stanbic Bank Zimbabwe  
**Account Number:** 9140001438440 (Nostro Account)  
**Branch Name:** Minerva

**Account Name:** MEFMI Business Development Unit  
**Swift Code:** SBICZWHX

**ZWL Account  
Details:**

**Bank:** Stanbic Bank Zimbabwe  
**Account Number:** 914 0000 122 997 (ZWL Account)  
**Branch Name:** Minerva

**Account Name:** MEFMI Business Development Unit  
**Swift Code:** SBICZWHX  
**Bank Address:** 6 Duthie Avenue, Belgravia, Harare, Zimbabwe

### TERMS & CONDITIONS

**Payment Terms:** Payment must be completed seven (7) days before the event. Admission to the event is dependent on proof of full payment.

**Cancellations:** All cancellations or postponements must be confirmed in writing and e-mailed to Sharon.Wallett@mefmi.org. Cancellations five (5) to ten (10) business days prior to the event will attract a 25% cancellation fee. Cancellations received less than five (5) business days prior to the event will result in a 50% cancellation fee. No shows will attract a 100% cancellation fee. Delegates are however welcome to substitute attendance with an appropriately qualified colleague. Non-attendance without notification is treated as cancellation with no entitlement to any refund or credit.

**GENERAL NOTES:** In the event of unforeseen circumstances, MEFMI reserves the right to change the speakers, the venue or the date. Delegates will be notified of changes or cancellations of events no later than five (5) business days prior to the event and all paid-up invoices will be fully refunded in a case of cancellation or credited to another event within six (6) months. MEFMI is absolved from and indemnified against any loss or damage as a result of any cancellation, postponement, substitution or alteration arising from any cause whatsoever.

**Upon completion send to: 9 Earls Road, Alexandra Park, Harare, Zimbabwe or  
Email: Sharon.Wallett@mefmi.org capacity@mefmi.org**