

REGISTRATION FORM

REGISTRATION DEADLINE: MONDAY, 19 FEBRUARY 2024

WORKSHOP ON PROCUREMENT AND CONTRACTS MANAGEMENT

DATES	4-8 MARCH 2024	VENUE	HARARE, ZIMBABWE
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DELEGATE DETAILS

SURNAME	FORENAMES
JOB TITLE/POSITION	COUNTRY
GENDER	ORGANIZATION
PHYSICAL ADDRESS	PHONE
	MOBILE
	EMAIL
	SIGNATURE

SPONSOR

NAME	SIGNATURE
ORGANIZATION	POSITION
ADDRESS	PHONE
	DATE
MOBILE	EMAIL

THIS BOOKING IS INVALID WITHOUT A SIGNATURE

REGISTRATION FEES: USD1,000 (One Thousand United States Dollars only) per person
Payments by Telegraphic or Direct Bank Transfer Only into the following banking account details:

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

Account Name: MEFMI Business Development Unit
Swift Code: SBICZWHX

TERMS AND 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. We reserve the right to accept or reject delegates at our own discretion.

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