

**1. RMLE 2000 – Course Registration Form**

To register, send a scanned copy of the completed and signed Course Registration Form to: [registrations@dri-scandinavia.org](mailto:registrations@dri-scandinavia.org) An invoice will be issued to you via email. To guarantee registration, fees must be received within 30 days of the invoice date, and no later than 20 working days prior to the first day of the course, whichever occurs soonest. Registration deadlines are published on our website or agreed directly with DRI Scandinavia. Class sizes are limited, so participants are encouraged to register early. For more information on “Terms and Conditions” check Section 2 of this document.

**a. Course Details**

Course code: RMLE 2000 – Risk Management Continuity (+ Risk Management Exam)

Course date: \_\_\_\_\_

Course location: \_\_\_\_\_

**b. Participant(s) Details**

Full Name (Mr/Ms)	Department	Job Title	Years of experience in RM/BCM/DR	Email Address
1.				
2.				
3.				
4.				
5.				

Total number of participants: \_\_\_\_\_

**c. Key Contact Details**

Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_ City \_\_\_\_\_ Country \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**d. Course Fees**

Course fee\* (per participant exclusive VAT):

Total course fees: \_\_\_\_\_ + VAT\*\* \_\_\_\_\_

Total amount due: \_\_\_\_\_

\*Course fees include: Instruction + Risk Management Exam, course material (soft copy), attendance certificate, and refreshments (coffee/tea/water/snacks).

\*\*if applicable.

**e. Payment Method**

Upon Course Registration Form receipt, you will be issued an invoice with payment details. Fees are payable through bank transfer in Danish Krone (DKK). Fees have to be made available net of any financial charges or commissions.

**f. Invoicing Details**

Please fill out this part with information that should be included in the invoice.

Full Name / Organization \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_ City \_\_\_\_\_ Country \_\_\_\_\_

CVR (VAT Number) \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

\*I agree to the Terms and Conditions in Sections 1 and 2 :

Date

Signature

\_\_\_\_\_

\_\_\_\_\_

### 2. Terms and Conditions

#### Booking and Invoicing

- For current course costs, dates and registration deadlines, please refer to our website ([www.dri-scandinavia.org](http://www.dri-scandinavia.org)) or contact DRI Scandinavia.
- Course Registration Form should be filled out and signed. A scanned copy shall be sent via email to: [registrations@dri-scandinavia.org](mailto:registrations@dri-scandinavia.org)
- Upon receipt of the compiled Course Registration Form DRI Scandinavia will issue an invoice payable within 30 days of the invoice date and no later than 20 working days prior to the first day of the course, whichever occurs soonest. The invoice will be sent via email to the name and email address provided on the registration form.
- Registration is confirmed upon payment and applies only to individual(s) named on the Registration Form.
- Fees include: Instruction + Risk Management Exam, course material (soft copy), course attendance certificate, and refreshments (coffee/tea/water/snacks). Food, accommodation, and travel are the responsibility of the candidate.

#### Payment

- Payment must be made via bank transfer in Danish Krone (DKK) to DRI Scandinavia (details included in the Invoice). Fees have to be made available net of any financial charges or commissions.

#### Course Attendance

- Candidates will receive the course instructions via email to the email address provided on the registration form.
- In case of attendance failure or interruption of course attendance, fees will not be refunded.
- All participants attending the course will receive a course attendance certificate.

#### Cancellations, Rescheduling and Substitutions

- Courses are scheduled subject to a minimum enrollment. If enrollment for a particular course does not meet the minimum, that class is cancelled or rescheduled.
  - If minimum enrollment is not met, DRI Scandinavia will contact participants to cancel or reschedule the training. DRI Scandinavia makes every effort to notify registered participants as soon as possible if classes are cancelled.
  - If DRI Scandinavia must cancel a class for any reason, DRI Scandinavia's liability is limited to the paid registration fee. DRI Scandinavia is not liable for any travel or lodging expenses.
  - All requests for cancellations, rescheduling and substitutions must be received in writing.
  - If you cancel your attendance up to 20 working days prior to the first day of the course, DRI Scandinavia will refund your registration fee (minus a 700 DKK administration charge). No refunds will be made if attendance is cancelled less than 20 working days prior to the first day of the course.
  - If you cannot attend, you can transfer the registration fee to a future course or substitute another individual from the same company, but you must contact DRI Scandinavia about these changes.
  - Rescheduling is possible up to 5 working days prior to the first day of the course with 700DKK administration charge. Rescheduling must occur within twelve months of the originally scheduled course and no more than three transfers are permitted. If you exceed the allotted twelve months for rescheduling or limit of three course transfers, no refunds will be made.
  - If you want to substitute another individual from the same company, you must communicate it via email to DRI Scandinavia the latest 1 working day prior to the first day of the course. Substitutions are free of charge.
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- By registering for any trainings organized by DRI Scandinavia, participants are deemed to acknowledge that the organizer reserves the permanent non-exclusive right to publish, reproduce, display and show on screen any photograph or logo on websites, photo exhibitions, trade shows, or any other media which is under the management of the organizer. In all cases where such photographs and logos are used, the organizer reserves the right to do so without obtaining the further prior permission of the participants and without offering any further compensation in any form.