



Bentley Community (UKI) Autumn Conference

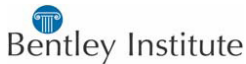
21st and 22nd November 2007
at The Emirates Stadium in London

Training Booking Form

Agenda - Wednesday 21st November

0900-1000	Registration	
1000-1300	Training T1 Visualisation with MicroStation V8 XM Edition	Training T3 An Introduction to Projectwise Navigator
1300-1400	Lunch	
1400-1700	Training T2 2D Workflow and 3D Schematic Design with Bentley Architecture	Training T4 Getting Started with Generative Components
Sessions tick required	T1 T2	T3 T4
Total cost	£100 per session plus VAT £117.50	

Booking must be confirmed ten working days before attendance



Bentley Systems (UK) Booking Form - Customer Order

Company

Contact Name

e-mail

Telephone

Fax

Site Address

Invoice Address

Purchase order no

Purchase order attached

yes/no

Number of delegates

Delegate names

For Customer

Please check details, sign and return this form to:

Ruth Willams

Delegate Conference Services
Delegate House, 30a Hart Street
Henley on Thames, Oxon RG9 2AL

Telephone 01491 635333
Fax 01491 579835
e-mail BentleyCommunity@delegate.uk.com

Name

Job title

Signature

Date

I have read the offer of services dated as above and agree to the terms and conditions attached.

Bentley Institute (UK) Standard Terms and Conditions

Programme Description

- Due to the fluid nature of training courses and our commitment to continuous improvement, Bentley Systems (UK) Ltd reserve the right to change the course content and/or trainer in line with market and delegate demands. Alternative courses will be offered if the required course is no longer available.

Programme Dates & Venues

- Bentley Systems (UK) Ltd reserves the right to alter or cancel published dates and change venues without liability.
- In the event of a cancellation by Bentley Systems (UK) Ltd where an alternative cannot be provided, monies received in respect of that course will be refunded in full.
- Bentley Systems (UK) Ltd reserves the right to postpone or cancel a course if the required minimum number of delegates are not registered.

Booking Form

- A Bentley Institute course Booking Form will be sent to a nominated contact prior to the course.
- The course Booking Form must be completed, signed and returned to Bentley Systems (UK) Ltd within 7 days of the issue date.
- Confirmation may be sent by post, fax or e-mail.

Acceptance Authority

- The completion, signing and returning of the 'Booking Form' is required for all courses.
- It is assumed that the signatory of the 'Booking Form', on behalf of the client's organisation, has the necessary authority to do so and has complied with any internal procedures before making commitment.

Joining Instructions

- On receipt of a Purchase Order, Bentley Systems (UK) Ltd will issue delegate joining instructions detailing participation on the training course. This will include a location map, venue details and course timings.

Course Cost

- All details of Course Costs are current at the time of going to print, however, we reserve the right to change them without notice.
- The course cost on a Bentley Institute training site includes lunch, refreshments and any relevant documentation. When a course is held on-site, course cost includes any relevant documentation.
- The Course Cost detail is exclusive of Value Added Tax, which will be added to all invoices at the appropriate rate.

Expenses

- The Course Cost detail is exclusive of Expenses, unless otherwise stated, which will be added to all invoices at the appropriate amount.
- Instructor expenses will be charged for Accommodation, Meals and Travel where applicable, unless otherwise agreed.

Invoices and Payments

- Invoices will be submitted on completion of training, subject to standard payment terms.

Transfers and Substitution

- Delegate transfers from scheduled courses may be made up to 14 days prior to the start date of the course, to the same course at a later date. The transfer to be taken within 3 months of the original course date. An administration fee of £25 will be charged for each transfer.
- Delegate transfers from scheduled courses within 14 days of the start date of the course will incur an administration fee of £50.
- Delegates must specify their choice of scheduled transfer date at the time of transfer request.
- The option to transfer may only be used once, after which non-attendance will be treated as a cancellation and subject to the Cancellation Terms & Conditions.
- No charge will be made for substitution of delegates.
- If course-joining instructions have already been sent, it is the responsibility of the client to ensure that the substitute delegate receives the required information.

Cancellation

- Delegate cancellations from training courses within 14 days of the start date of the course will incur a cancellation fee of £100 per scheduled day of the class.
- For non-attendance without prior notice in writing, there will be a cancellation fee of £100 per scheduled day of the class.

In-Company / On-Site Training

- Facilities to be used for training courses must be deemed suitable by Bentley Systems (UK) Ltd
- Computer systems to be used for training must satisfy the minimum specification, as stated in the confirmation letter, with all relevant software, licenses and datasets installed.
- Failure to satisfy either of the above conditions will delay the start of training and thereby incur a cost.

Computer system hire

- It is the responsibility of the customer to organise adequate insurance cover for all Computer systems hired, during the period of hire, for loss and/or damage to the machines in question.
- Cost of delivery and collection of Computer systems is not included in the Course Cost and, if it is not possible for the Instructor to provide transport, will be charged accordingly.

Confidentiality

- We undertake to treat as confidential any information we may obtain regarding the business activities of the client. This obligation devolves upon all members of staff individually and is a condition of their terms and conditions of employment.

Limit of Liability

- The limit of liability shall be the sum of the fees paid for this assignment.

Scope of Services

- The scope of training services does not include the provision of consultancy design services.

Staff Employment

- Assignments are undertaken on the mutual understanding that we will not induce members of the client's staff to seek employment with us and the clients will not offer employment to our staff.