

Mediation: Strategic Conflict Management for Professionals (SCMP)

Dates Please select (✓) your preferred date	Early-bird registration (inclusive of GST)	Regular registration (inclusive of GST)
<input type="checkbox"/> 2–3 November 2011 (Wednesday & Thursday)	S\$625.95 (Register by 4 October 2011)	S\$695.50 (Register by 17 October 2011)

PERSONAL PARTICULARS

Name: (Mr/Mrs/Ms/Dr) _____

(as appears in NRIC/Passport; please underline family name)

NRIC / Passport No.: _____

Date of Birth: _____

Highest Qualification: _____

Designation: _____

Organisation: _____

Mailing Add: _____

Country: _____ Postal: _____

Tel: _____ Fax: _____

Email: _____

Have you completed any mediation / negotiation workshop?

 Yes / No

If yes, please provide more details:

Organiser: _____

Dates of course: _____

Course Title: _____

PAYMENT OF COURSE FEES

Bill fees to:

 Individual
[Cheque Number: _____] Organisation (fill in details below)

Organisation Name: _____

SUB-BU Code: _____
(For Government Organisations Only)

Contact Person: _____

Billing Address: _____

Tel: _____

INSTRUCTIONS

1. Please make cheque payable to "Singapore Mediation Centre".
2. Please mail completed form and cheque to:

Singapore Mediation Centre
1 Supreme Court Lane
Level 4
Singapore 178879

You may also fax the form to +65 6333 5085.

3. For registration details, please contact Ms Freda Halim at +65 6332 4213 or email her at Freda_halim@sal.org.sg.

REGISTRATION & PAYMENT POLICY

1. Placement in the workshop will be reserved on a first-come, first-serve basis.
2. Workshop registration fee includes 1 lunch, 2 tea breaks, programme materials and GST.
3. Please note that the workshop is aimed at developing personal skills and is not meant for accreditation to the SMC's panel of mediators. Please read the rules and procedures from the SMC website for more details.
4. If you require an invoice to make payment, please note that we need a **minimum of 10 working days** to process the invoice. Early-bird discounts are only applicable to payments that are received by SMC before the early-bird registration fee closing date. All other payments are to reach SMC before the specified closing date for registration in order to secure a place in the workshop.
5. Please note that the following penalty charges will be imposed for cancellation of registration:
 - i) Where cancellation notice is received by SMC between 10 to 21 working days before the date of the workshop: S\$100
 - ii) Where cancellation notice is received by SMC less than 10 working days before the date of the workshop: Full amount
6. An administrative fee of S\$74.90 (inclusive of GST) will be imposed for each change per course and/or replacement of participant and/or cancellation of registration after SMC has received the full payment with the registration form. No changes will be made prior to SMC receiving the administrative fee.
7. Please note that SMC retains the right to cancel a workshop. If a workshop is cancelled, SMC will refund the workshop fee.
8. SMC reserves the right to make changes to the details published.

IN-HOUSE TRAINING

We are also able to customise this course for your organisation to meet your specific needs. For more information, please contact Ms Ivy Lee at +65 6332 4653 or email her at ivy_lee@sal.org.sg.

Visit our website for more workshop details:
www.mediation.com.sg/training.htm