**Enrollment Form** **PON Global – London**

etc Venues County Hall, Westminster Bridge

Belvedere Road, London, SE1 7PB, UK

**Please mark your course preference:  Tue-Thu, November 3-5, 2020**

The PON Global – London course is offered in close collaboration with **Ivo Consulting Solutions**, with offices at: Parkhouse, London Road, Stamford, Cambs, PE9 3JS, UK

This form, completed in full, must be sent by e-mail to: [ponglobal@ivosolutions.com](mailto:ponglobal@ivosolutions.com). For multiple enrollments please submit individual forms.

In signing this Enrollment Form, you indicate your acceptance of the Terms & Conditions. Enrollment is not complete until payment has been received in full.

Future communications and course details will be sent to the email address provided. Please ensure details are correct and clearly indicated.

**Personal Details**

|  |  |
| --- | --- |
| First Name |  |
| Last Name |  |
| Name to Appear on  Certificate of Completion |  |
| Nationality |  |
| Gender (not required) | Male  Female  Non-Binary |
| Email Address |  |
| Phone (Mobile) |  |
| Phone (Landline) |  |

|  |  |
| --- | --- |
| Home Address Line 1 |  |
| Home Address Line 2 |  |
| City |  |
| Postcode |  |
| Country |  |

**Company Details**

|  |  |
| --- | --- |
| Job Title |  |
| Company Name |  |
| Company Address Line 1 |  |
| Company Address Line 2 |  |
| City |  |
| Postcode |  |
| Country |  |

**Tuition Fee Information**

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| **Tuition Fee:** | £3,995 excluding VAT (£4,794 including VAT) |
| **Available Discounts:** | 10% for enrollment of 3 or more participants from the same company |

**Payment Preference** (Please mark the box to the right of your payment preference. You will be contacted with payment details following the submission of your Enrollment Form.)

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| Bank Transfer  Debit Card / Credit Card  Cheque |

**Dietary Requirements**

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**How did you hear about the course?**

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**“I permit the Program on Negotiation at Harvard Law School (PON) to use visual images of me. PON maintains all rights related to them. The images may be used in any manner or media without notifying me. I waive any right to inspect or approve printed or electronic matter that may be used with them or to be compensated for them.”**

Yes  No

**Would you like to receive news from the Program on Negotiation at Harvard Law School?**

Yes  No

**Would you like to receive news from Ivo Consulting Solutions?**

Yes  No

**Participants who successfully complete the course will receive a complimentary, year-long, digital subscription to the Program on Negotiation’s newsletter, *Negotiation Briefings*. Would you like to receive this newsletter?**

Yes  No

**We will distribute a directory of attendees with postal and email addresses included. If you would like your information to be shared, please indicate your preference here.**

Yes, please include me in the directory.

Yes, please include me in the directory but do NOT include my mailing address.

Yes, please include me in the directory but do NOT include my email address.

No, I do NOT wish to be included in the directory.

**Terms & Conditions**

**The Course**

PON Global – London is a three-day executive education course that examines core decision-making challenges, analyses complex negotiation scenarios, and provides a range of cooperative and competitive negotiation strategies. In short, it prepares you to achieve better outcomes at the bargaining table, every single time.

Alongside accomplished leaders from your region, you’ll broaden your understanding of negotiating concepts and acquire proven negotiating techniques through a learning format that includes:

* Interactive classroom sessions led by a PON instructor
* Video-based modules featuring world-class PON faculty
* Real-life Harvard case studies
* Videoconferences with PON faculty at Harvard
* Dynamic negotiation exercises and discussions

**Attendance Policy**

Our programs are highly interactive. A hallmark of our programs is the use of negotiation simulations and activities; we will place you in pairs or in small groups to engage in activities at regular intervals throughout the program. We expect participants to:

* Attend all sessions in order to ensure the learning of each individual, pairing, and group. In our programs that provide certificates of completion, participants must have attended all sessions to receive a certificate.
* Refrain from email correspondence, text messaging, and other personal activities during class sessions, except in an emergency.

**Language Requirement**

The language of instruction for the program will be English without interpretation. Participants must be able to communicate at a business level in English.

**Payment Policy**

The tuition fee must be paid in full following the submission of a complete Enrollment Form. Payment can be made via bank transfer, credit/debit card or cheque. For company enrollments, an invoice can be provided. Following the receipt of your enrollment form you will be contacted with payment details.

For any payment questions, please email: [ponglobal@ivosolutions.com](mailto:ponglobal@ivosolutions.com) or call +44 (0) 203 507 0036.   
Please note: Enrollment is not guaranteed until payment has been received.

**Cancellation Policy**

Cancellations received in writing at least 21 business days prior to the start date of the course, will be eligible for a full refund less a £500 administrative fee, issued in the original form of payment. Cancellation requests received within 21 business days prior to the start of the course are subject to full payment of the program fee. In the unlikely event that the course is cancelled, neither Ivo Consulting Solutions nor the Program on Negotiation at Harvard Law School bear any responsibility to any airfare, hotel or other costs or losses incurred by registrants.

Please submit your cancellation request in writing to the PON Global – London team:  
Email:  [ponglobal@ivosolutions.com](mailto:ponglobal@ivosolutions.com)   
Post: PON Global – London

Attn: Laura Trusty  
Ivo Consulting Solutions   
Parkhouse, London Road

Stamford, Cambs, PE9 3JS, UK

**Transfer Policy**

It is not possible for applicants to transfer to a future PON Global course. Please refer to our Cancellation Policy above.

**Substitution Policy**

Registrants may transfer a registration to another person within the same organization. All requests must be received in writing no later than one business day prior to the start date of the course.

**Program Changes**

At our complete discretion, we reserve the right to change, cancel or postpone the start date of the course, by giving notice to applicants via email, using the email address provided on their registration form.

If the course is cancelled, tuition fees will be refunded within 60 days following that communication.

**Confidentiality and Data Protection**

Ivo Consulting Solutions will gather personal data from applicants. This data will typically include details gathered when enrolling in the program, plus additional information related to the program. We collect this information in order to process participants’ requests, measure customer satisfaction, for marketing purposes and to keep in touch with you about future Program on Negotiation courses and the work that Ivo does. Ivo will comply with local data protection laws of the United Kingdom.

**Signature and Terms & Conditions**

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| --- | --- |
| **Please tick to confirm you agree to the Terms and Conditions** | |
| Signed |  |
| Name (printed) |  |
| Date |  |