



Wilhelm-Haas-Str. 6  
D-70771 Leinfelden-Echterdingen (Oberaichen)  
Germany  
Telephone: +49 711 9753 202  
Email: registration@btb.gmbh



## Enrolment Form IBM IT Conferences and Training Courses

Please complete **electronically** and return  
by email to: **registration@btb.gmbh**  
by fax to **BTB GmbH: +49 711 9753 209**

**Course Code:**

**Course Title:**

**Location:**

**Start Date:**

**First Name, Last Name:**

**Mr. Mrs. Ms.**

**Company:**

**Position:**

**Email Address:**

**Telephone #:**

**GSE Member**

**Non GSE Member**

**If yes, you must provide your company's GSE Member #:**

If you do not know your company's GSE Member #, please contact the GSE European Support Office at [gsehq@gse.org](mailto:gsehq@gse.org) or by telephone at: +41 41 7487020

**Billing Address**

**Purchase Order # if required:**

**Company:**

**Department:**

**VAT # of the Delegate's Company:**

**Street / No.:**

**City:**

**Postcode:**

**Country:**

**I recognize and accept the attached enrolment and attendance conditions.**

**Date/ Location:**

**Signature:**



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## Enrolment / Attendance Conditions

Upon submission of the application, the participant accepts these enrolment and attendance conditions. While on-site the attendance conditions of IBM or respective IBM Global Training Provider (GTP) will apply.

## Enrolment

The enrolment may only be made in writing with the “**Enrolment Form IBM IT Conferences and Training Courses**” provided by BTB GmbH. The completed form must be returned to BTB GmbH by fax or email as per details provided on the form. An electronic confirmation will be sent to the registrant promptly as receipt of the enrolment.

## Fees

The fees will be invoiced by BTB GmbH to the billing address provided in the enrolment form. **The full and correct billing address shall be included in the enrolment form.** If a purchase order # is needed, this must also be included in the enrolment form. Unnecessary delays in payment can therefore be avoided.

## Participant Cancellation / Substitution

The participant may cancel without penalty up to 3 weeks before the start of the event. 100% of the paid conference fee will be refunded, in case the fee has previously been paid. If the participant cancels less than 3 weeks before the event, or there is a no-show, there will be no refund. The participant may be replaced by another participant – this must be notified in writing to BTB GmbH, with full details on the substitute participant. Please fill in all relevant data when you enroll a substitute participant for a Conference or Training Course.

## Event Cancellation / Changes by IBM or IBM Global Training Provider (GTP)

In the event of a cancellation, change of date or location by IBM or respective IBM Global Training Provider, the participant will be informed immediately. BTB GmbH waives all responsibility in the event of a cancellation or change to Conference or Training Course details, including for related amendments or cancellation of participant travel arrangements.

## Contact

Queries on conference or training registration may be addressed to BTB GmbH  
Telephone +49 711 9753 202, or email to [registration@btb.gmbh](mailto:registration@btb.gmbh)