



TRINIDAD & TOBAGO HOSPITALITY & TOURISM INSTITUTE

PROTOCOL MASTER CLASS REGISTRATION FORM

DATE: October 25th and 26th, 2010

TIME: 8:30AM – 4:30PM

VENUE: Hyatt Regency Hotel, Wrightson Road, Port of Spain

TT\$6,300.00: Until October 15th, 2010

TT\$ 6,500.00: From October 18th, 2010

COST INCLUDES: Protocol manual, lunch, coffee breaks and certificate of completion.

CONTACT INFORMATION (please use block letters for clarity):

NAME: _____
TITLE FIRST NAME SURNAME

INSTITUTION/COMPANY: _____

ADDRESS: _____

TELEPHONE NO.: _____ **FAX:** _____ **E-MAIL:** _____

PAYMENT METHOD (TICK AS APPROPRIATE) & ENTER AMOUNT:

CHEQUE: _____ **CASH:** _____ **LINX:** _____

CHARGE TO MC/VISA/OTHER: NO. _____ **EXP. DATE** _____

1. Make cheques payable to Trinidad and Tobago Hospitality and Tourism Institute. **ONLY MANAGERS CHEQUES or BANK DRAFTS** will be accepted.
2. Payment can also be made to the Institute's **RBTT account, #930-119-502-1** and the receipt sent or brought to THTI. Please ensure that your name is **clearly printed** on the receipt.
3. Please note that registration closes on **Thursday 21st October 2010 at 4:00pm.** All proof of payment must be presented to THTI **on or before this date.**

CANCELLATIONS:

Cancellations notified in writing at least ten full working days before the date of the course will be refunded. All cancellations should be notified in writing. Regrettably, because funds are allocated to the course in advance, it is not possible to refund fees for cancellations notified less than ten full working days before the start of the course; a colleague may however, be substituted. This should also be notified in writing.

RECEIPT OF CERTIFICATES:

Certificates **WILL NOT BE ISSUED** until full payment is received or, in the case of purchase orders, original documents are submitted.

Signature: _____ **Date:** _____

(Official use only) Receipt No.: _____ Date: _____ Cheque /PO No.: _____

TRINIDAD & TOBAGO HOSPITALITY & TOURISM INSTITUTE

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