

Executive & Personal Assistant Strategic Course: 22nd – 25th April 2025 Dodoma.

I am interested to participate in the Personal & Executive Strategic Course

Personal Information

Participant's Name: _____

Gender: _____

Date of Birth: _____

Designation: _____

Postal Address: _____

E-mail: _____

Telephone #: _____

Where did you hear about this event?

- E-mail
- Magazine
- Social Media
- Website

Other-Explain

Payment must be received within 7 working days of receipt of the invoice by electronic transfer/DEPOSIT to The Institute of Directors in Tanzania

ACCOUNT DETAILS

ACCOUNT NAME: Institute of Directors in Tanzania; BANK: **CRDB; A/C NO: 0150205232700; AZIKIWE BRANCH**

To Register:

Call us on **+255765950059**
+255746127579
+255764221179

E-mail: gasper.mfoi@iodt.co.tz;
salama.somboka@iodt.co.tz;
adelah.kaihula@iodt.co.tz

Standard Rate

TZS. 1,550,000 per delegate

AUTHORIZATION

The signatory must be authorized to sign on behalf of the company.

I acknowledge that I have read, understood and accept the programme and Terms and Conditions (including Payment Terms) and hereby apply for registration on behalf of myself (if a single delegate) or on behalf of the under-mentioned organization which I am duly authorized to represent.

Name:

Signature:

Name of Organization*:

Job Title (Specific):

Email:

Date:

(Where organization sends delegate/s and is responsible for payment)

This contract is not valid without a signature.

THE IODT'S COURSES' TERMS & CONDITIONS

1. Bookings may be done by completing the registration form and delivering to IODT Offices, faxing or emailing it to the IODT or completing an online registration form.
2. All bookings are considered confirmed, unless the programmed requested is fully booked, when received via:
 - i. Fax or email: when a copy of these Terms & Conditions has been signed by the delegate and returned to the IODT via fax or email.
 - ii. Online: when the delegate accepts these Terms & Conditions electronically.
3. Upon receipt of the signed Terms & Condition a Proforma/Invoice will be sent to the delegate.
4. Fees may be paid by credit card, direct transfer, submission of cheque, and the payment must be received in full by the IODT in 7 working days prior to the commencement of the programme or event.
5. In the event that the delegate does not arrive for the programme / event and no written cancellation has been received and confirmed by the IODT up to 7 working days prior to the commencement of the programme / event the full fee remains payable or will not be refunded.
6. Delegates may send a replacement subject to the delegate and the replacement being bound by the Terms & Conditions and the delegate and the replacement being jointly and several liable for the fee. The IODT must be notified for administration purposes prior to the date of the programme / event.
7. Provided the delegate has notified the IODT 7 working days prior to the commencement of the programme or date of event, the delegate shall be entitled to postpone attending the programme / event subject to these Terms & Conditions.
8. Notwithstanding that a delegate may attend as a representative of, or by invitation any entity the attending delegate is bound by all of these Terms & Conditions including but not limited to the payment provision.
9. Programme details are given in good faith, however the IODT reserves the right to change the programme / event content and the presenters or to cancel a programme / event and will notify all registered delegates accordingly, should this occur. The full programme / event fees will be refunded if the programme / event is cancelled by the IODT.
10. All course materials provided for the duration of the learning programme are copyrighted works of IODT and are provided for the sole use of delegate attending the respective course. Reproduction, distribution or modification of the course material is strictly prohibited.
11. A certificate of attendance/completion shall only be provided to those have successfully completed the Course.
12. The IODT reserves the right to refuse admission to any programme / event, should the IODT not have received payment for the delegate's attendance, or should the delegate be suspected of being a healthy or safety risk to other delegates and the facilitator or seen to be a disruption to the other delegates in attendance. Delegates must adhere to the house rules set out by the facilitator, IODT and the provider of the venue and must remain respectful of other individuals at all times for the duration / event.
13. **Disputes:**
 - a. A dispute concerning these Terms & Conditions exists once a Party notifies the other in writing of the nature of the dispute and requires it to be resolved under this clause.
 - b. Within 10 Business Days of notification, the Parties must seek an amicable resolution to the dispute by referring it to the designated and authorized representative of each of the Parties to negotiate and resolve it by the Parties signing an agreement resolving it within 15 Business days.
 - c. If negotiation fails, the Parties must refer the dispute for the resolution by mediation under the Court of Law in the URT.
 - d. If mediation fails, the Parties must refer the dispute within 15 business days for the resolution by arbitration (including any appeal against the arbitrator's decision) by one arbitrator (appointed by the agreement between the Parties) as an expedited.
 - e. Arbitration (clause) will not preclude any Party from access to an appropriate Court of law for interim relief in respect of urgent matters by way of an interdict or mandamus pending finalization of this dispute resolution process, for which purpose the Parties irrevocably submit to the jurisdiction of a division of the high court of United Republic of Tanzania.
 - f. This clause is a separate, divisible agreement from the rest of these Terms & Conditions and must remain in effect even if the Agreement terminates, is nullified, or cancelled for any reason or cause.
 - g. Entire agreement: These Terms & Conditions contain all the express provisions agreed on by the Parties with regard to the subjectmatter of these Terms & Conditions, and the Parties waive the right to rely on alleged express provisions not contained in these Terms & Conditions.
14. **Waiver Clause:** No variation, addition, deletion or cancellation to these Terms & Conditions, and no waiver of any right under these Terms & Conditions, shall be of any force or effect or unless reduced to writing and signed by the Parties or their duly authorized representatives.

Delegate Cancellation: By completing this registration form, the client hereby agrees that the Institute of Directors in Tanzania (IODT) will not be able to mitigate his / her losses for any less than 50% of the total contract value. Cancellation must be received in writing 7 working days prior to the event. Only cancellation made in writing and addressed for the attention of the Chief Executive Officer will be recognized by the IODT. Cash alternatives will not be offered although delegate substitution is welcome any time. Thereafter, the full workshop fee is payable. If for any reason the IODT decides to amend this workshop, we are not responsible for covering airfare, hotel or other costs incurred by registrants. In the event that the IODT cancels the Event, the IODT reserves the right to transfer this booking to another workshop to be held within the following six months, or to provide a credit of an equivalent amount to another workshop in the same sector within the following six months.

INDEMNITY: Should for any reason outside the control of the IODT, the venue or speakers change, or the event be cancelled due to act of any terrorism, extreme weather conditions, industrial action the IODT shall endeavor to reschedule but harmless from any costs, damages, and expenses including attorney's fees, which are incurred by the client.

Name & Signature:
