

Calypso Training Course - Registration Form

How to Register:

Print and complete a separate registration form for each course you want to book. To confirm your course booking, please return the completed registration form and pre evaluation form to: **Tourism Technology, Training Registrations, PO Box 1793, North Sydney NSW 2059** or fax to: **+ 612 9956 7411**.

Company Details:

Name.....

Address

Authorising Manager/Supervisor Details:

Contact Name.....

Title..... Phone: ().....

I authorise the training as shown, on behalf of _____(Company Name).

I acknowledge that I have read the Tourism Technology [Terms and Conditions](#)

Signature of authorising manager/supervisor Date of Authorisation

All training courses are held in the offices of Tourism Technology

Address: Level 10, 1 Pacific Hwy, North Sydney NSW 2060

Please select the course you wish to book:

Course Name	Course Code	Start Date	Duration	Per person cost (excluding GST)	
Basic Model Itinerary Writing	07MDLITIN03B	09 OCT 07	2 days	\$ 1,055.00 AUD	<input type="checkbox"/>
Basic Product Load	07PROD03	22 OCT 07	5 days	\$ 1,6880.00 AUD	<input type="checkbox"/>
Basic ACE Report Writing	07ACE031B	19 NOV 07	3 days	\$ 1,055.00 AUD	<input type="checkbox"/>

Calypso Training Course - Registration Form

Please complete the form below with the course name, course code, per person course cost and the number of employees you wish to register for the course.

Course Name	Course Code	Per person cost (excl.GST)	Number of attendees	
_____	_____	_____	X _____	= \$ _____
_____	_____	_____	X _____	+ \$ _____
_____	_____	_____	X _____	+ \$ _____
Total exclusive of GST				= \$ _____
GST @ 10%				+ \$ _____
Total including GST @ 10%***				= \$ _____

Attendee Details

- | | | | |
|----|------------|--|-------------|
| 1. | Name _____ | | Title _____ |
| 2. | Name _____ | | Title _____ |
| 3. | Name _____ | | Title _____ |
| 4. | Name _____ | | Title _____ |
| 5. | Name _____ | | Title _____ |
| 6. | Name _____ | | Title _____ |
| 7. | Name _____ | | Title _____ |
| 8. | Name _____ | | Title _____ |
| 9. | Name _____ | | Title _____ |

Training Pre-evaluation Form – Management

In order to determine the skill level and expectations of staff attending this course, please assist by circling the appropriate response to the follow questions and return to Tourism Technology with a registration form and payment. If necessary, this form can be copied so it can be filled out for each attendee. Please contact us if you require more copies.

Staff Member's Name:

Staff Members Email address:.....

1) How long has this staff member been employed in their current position?

Staff skill levels (Please circle)

2) At present, the staff member who will be attending this course is:

- a) Using Calypso in their current position
- b) Planning to use Calypso in the future
- c) Not using Calypso at all
- d) If c) please go to question 5.

3) Which areas of Calypso has the staff member used and for what duration?

- | | | | |
|------------------|-------|---------------------|-------|
| a) Reservations | | e) Ticketing | |
| b) Product | | f) Finance | |
| c) Air Fares | | g) ACE Reporting | |
| d) Documentation | | h) Others (specify) | |

4) Which Tourism Technology courses, if any, has the staff member attended previously?

- | | | | |
|------------------|--|--------------------------|--|
| a) Reservations | | e) Ticketing | |
| b) Product | | f) Finance | |
| c) Air Fares | | g) ACE Reporting | |
| d) Documentation | | h) Others (specify)..... | |

Expectations of what the Training will accomplish

5) The main reason you would like the staff member to attend this course is:

- a) The staff member has had little or no previous training on Calypso and will benefit from this opportunity to attend a full training course.
- b) The staff member has had some previous training on Calypso and this will reinforce and increase their current skill level.
- c) The staff member will benefit from learning about another area of the system as it will assist them in understanding the overall processes in Calypso, and how these processes affect their own area i.e. cross-training.
- d) The staff member will gain the skills required to move into other areas of the company.

Any further comments:

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Thank you for your time. The information contained in this form is for the Trainer only.
It is considered Strictly Confidential.

To register additional people, please photocopy this form.

Terms and Conditions

Registration

To register for a course currently offered by Tourism Technology the following registration form must be completed, upon which a tax invoice will be issued. Payment of this tax invoice will be net 14 days terms.

Only 9 positions per course will be available. We therefore recommend that you return your registration forms and full payment promptly to avoid any disappointment. A minimum of 3 participants must be registered for a Tourism Technology scheduled course to be held.

A cut off period of 7 days prior to commencement of course will apply. Registrations within 7 days will require approval from Tourism Technology prior to acceptance of registration form.

Confirmation

Upon receipt of the registration form, confirmation of the requested course will be forwarded to the authorising manager/supervisor. A "Trainee Confirmation Pack" will be forwarded to the course attendee within seven (7) days of the course date.

Please note that even after receipt of confirmation, Tourism Technology reserves the right to cancel or amend course dates. Approximately 7 days notice will be provided if cancellation or amendment of course dates is necessary. Please note a full refund will be issued if an amended course date is not suitable.

Cancellations

If cancelled outside 7 days prior to course commencement a fee of \$100 will be levied on each "confirmed" attendee. If the "confirmed" attendee is cancelled within 7 days of the course commencement a 100% cancellation fee will apply.

Amendments

Amendment or transfer of a "confirmed" attendee will not incur a charge if amendment/transfer is made outside 7 days prior to commencement date of the course. If amendment/transfer occurs' within 7 days of the commencement of the course, a 100% amendment/transfer fee will apply.

Non Attendance Policy

If any "confirmed" attendee does not attend the registered course with no notification to Tourism Technology a 100% no show fee will apply.