



TANDBERG Authorized Partner Training Registration Form

Visitec Authorized Partner Training is a three day classroom and lab course required for Tandberg Authorized Partners. While the hands-on emphasis will be the successful installation of Tandberg video conferencing endpoints, time will also be spent exploring how the various Tandberg network infrastructure components apply to the needs of the end user.

Typical students include integrator technicians, systems designers and technical sales people wanting a deeper level of product knowledge.

Please read and fully complete the following information. Registrations should be e-mailed to Michelle Shouse (shouse@visitec.com) or faxed to 630-762-0303. If you have any questions, please call 630-762-0300.

If this form is not completed and returned **WITH PAYMENT ATTACHED** your seat will not be reserved.

The cost of the class is \$750 (does not include travel and hotel costs).

See the Visitec web site for suggested hotels.

Class Information:

Date of session you want to attend:	
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Student Registration:

Company Name	
Student Name	
Company Address 1	
Company Address 2	
City, State, ZIP Code	
Phone	
Fax	
Student E-mail	
Student Cell (for emergency contact)	

Visitec Marketing Associates, Inc.
2020 Dean Street, Unit H
St. Charles, IL 60174
Phone: 630-762-0300 – Fax: 630-762-0303

Cancellation Policy:

In order to receive a full refund, cancellations and rescheduling notifications must be made in writing 10 (ten) working days prior to the commencement of the course date. If a cancellation or rescheduling notification is received less than 10 (ten) working days before the event or in case of absence without any notice, the stipulated training fee will be fully charged without further notification. The customer has the right to send another delegate as a substitute. This alteration in booking is free of charge. There are no refunds for partial use of services or partial attendance.

Method of Payment:

AMEX/Visa/MC (specify)	
Name on credit card	
Billing address of credit card	
City, State & Zip	
Credit Card #	
Security Code	
Expiration Date:	

I authorize Visitec to charge the above credit card for the TANDBERG Authorized Partner training fee as listed above and I also agree to the cancellation policy as stated.

Signature: _____

Date: _____

Confirmation of Seat in Class:

You will be e-mailed a confirmation of your class seat after receipt of your registration form with payment.

**** Please do not make non-refundable travel arrangements until two weeks prior to the course start date. Visitec reserves the right to cancel classes that does not meet minimum attendance levels. ****