

## LabAuthor Software Training - Oxford, February 2010

Thursday, February 18 2010

1. Level I - Editing LabTutor Experiments: 9am — 12.30pm
2. Level II - Creating New LabTutor Experiments: 1.30pm — 5pm

Sadler Building, The Oxford Science Park, Oxford, UK

Thank you for your interest in our LabAuthor software training courses. So that we can ensure that the training provided is as relevant to each attendee as possible, we need a few details about your teaching and experience with PowerLab systems. Please complete the following form and return it to us as soon as possible.

**Fax:** +44 1865 890 800

**Email:** [training.eu@adinstruments.com](mailto:training.eu@adinstruments.com)

Please note that we must receive payment at least 14 days before the course date (February 4 2010). If we do not receive payment, your place will be offered to the next person on the waiting list.

### Please complete and return:

**Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Institution:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Teaching Responsibilities:** \_\_\_\_\_

**Are you attending:**

**Session 1: 9am — 12.30pm Level I Editing LabTutor Experiments Training Course**

**Session 2: 1.30pm — 5pm Level II Creating New LabTutor Experiments Training Course**

**Sessions 1 & 2: 9am — 5pm Level I & II Training Courses**

**Have you previously used PowerLab systems (either in teaching or research)? If so, please provide details of your experience:** \_\_\_\_\_

**Are you currently using LabTutor in your teaching? If so, please provide details of the experiments you are using:** \_\_\_\_\_

**Are you currently using LabAuthor to edit or create experiments for your students? If so, please provide details of the changes you are making, and any particular features you would like to receive training in:** \_\_\_\_\_

# ADInstruments Training: Registration & Payment Details Form

Please note that we must receive payment at least 14 days before the course date (February 4 2010). If we do not receive payment, your place will be offered to the next person on the waiting list.

## Training Fee Schedule

**Session 1: 9am — 12.30pm:** £150 GBP

**Session 2: 1.30pm — 5pm:** £150 GBP

**Session 1 & 2: 9am — 5pm:** £225 GBP. This fee includes a catered lunch between 12.30pm and 1.30pm.

## Three Payment Options

### Option 1: Fax or mail a purchase order

Please use “ADInstruments Training Course: 18/2/10” and include the training participant’s name as the item description on the purchase order.

Purchase orders should be faxed to +44 1865 890 800 or emailed to [training.eu@adinstruments.com](mailto:training.eu@adinstruments.com)

### Option 2: Fax, email or mail your credit card details

<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Maestro	<input type="checkbox"/> American Express
<b>Cardholder's Name:</b> _____			
<b>Card Number:</b> _____			
<b>Expiry Date:</b> _____		<b>Security Code:</b> _____	

- A merchant’s fee of 2.25% will be added to each credit card transaction
- Please note that we cannot accept credit card details given over the phone

### Option 3: Mail a cheque

- Please make cheques payable to ADInstruments Ltd
- Please include this completed registration form
- Please mail cheques to:

ADInstruments Ltd  
ATTN: Ms Paula Croft  
Unit 56, Monument Business Park  
Chalgrove, Oxford  
OX44 7RW  
United Kingdom

## Cancellation and Refund Conditions

- If we receive notice of your cancellation more than 28 days before the course date (January 21 2010), a full refund will be provided.
- If we receive notice of your cancellation more than 14 days before the course date (February 4 2010), 50% of the training fee will be refunded.
- If we receive notice of your cancellation less than 14 days before the course date (February 4 2010), no refund will be provided.