

Information for Training Participants

1. Booking

After you have emailed, faxed (+852-2566-9290) in your Training Course Booking (T921), or you have booked your course through our web site, please mail your cheque (payable to 'i-VAC Certification Ltd') to 1701 Asian House, 1 Hennessy Road, Wanchai, Hong Kong.

Approximately one week prior to the actual course delivery, i-VAC will email (preferred) or fax (if email address is not available) to every individual student a Course Booking Confirmation, with directions to the Training Venue. For booking enquiry, please call customer service hotline at +852-2566-9000, or email to care@i-vac.com.

All training courses will be closed 10 calendar days before commencement date where no more students will be accepted. Based on payment received, booking is on a first come first serve basis. Receipt will only be issued upon request.

2. Language and Terminology

Unless otherwise specified, all i-VAC courses are conducted either in Chinese or English, and generally with English training materials. Should you have a question on the language to be used, please call our office to confirm.

3. Weather Conditions

If Typhoon Signal Number Eight or Black Rain Signal is hosted by the Hong Kong Observatory two hours prior to training commencement, the training course will be automatically postponed. Please check the latest weather condition as needed. Participants will be informed of the alternative arrangement.

4. Dress Code

In order to reduce barrier and facilitate discussions, an informal atmosphere is encouraged. Business casual attire is recommended.

5. Postponement and Refund

Should participants wish to change their booking to an alternative date, they should inform i-VAC at least 10 calendar days before the scheduled start date. Should participants wish to apply for a refund to their booking, they should do so 14 calendar days before the scheduled start date. All such request shall be written. An administration charge may apply. Training courses may be re-scheduled at any time based on prevailing conditions. All students shall ensure that they fulfill the course prerequisite requirements and accept full responsibility thereof.

6. Intellectual Property

Intellectual property rights for all training course materials shall remain with i-VAC Certification Limited. They are not transferred in the training process. Students shall ensure that the training materials are not reproduced or transmitted or processed in any other means without prior written permission.

7. Improvement

In the interest of continual improvement, course contents may be improved and be different from previous course contents or course descriptions as publicized without notice.

At the end of each training course, a Course Evaluation (T924) will be distributed to each participant. Kindly spare a couple of minutes to tell us how we have performed, and where we can improve further.



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i-VAC Certification Limited

1701 Asian House, 1 Hennessy Road, Wanchai, Hong Kong T: +852-2566-9000 F: +852-2566-9290
Estrada de Adolfo Loureiro, 6B R/C, Macau T: +853-2875-3508 F: +853-2836-6162

W: www.i-vac.com E: care@i-vac.com

