

ICMA REGISTRATION FORM – 2025

COURSE DETAILS	
Course Name:	
Study method:	
Start date:	
PERSONAL DETAILS	
Title:	
Delegate name:	
Delegate email:	
Department:	
Role Type:	
COMPANY DETAILS	
Company name:	
Organisation address:	
Invoicing address (if different from above):	
Payment method:	
VAT number: (if required)	
Purchase order number: (if required)	
ICMA Member:	
DECLARATION	
I accept the ICMA Terms & Conditions*	

* ICMA Terms & Conditions available on following page

ICMA Terms and Conditions

1.1

I understand that my reservation for the course shall be accepted and confirmed if ICMA sends me a respective confirmation in writing within 3 business days from receipt of my payment. I also understand that if ICMA does not send me such confirmation within the specified period my reservation could not be considered and that the course fee will be refunded to me in full.

1.2

I agree that ICMA shall have the right to cancel courses and workshops at its own discretion for any reason (including e.g. if a sufficient minimum number of participants is not reached before the start date of the relevant course). In the event of such cancellation, the course fee will be refunded to me in full. I agree that ICMA shall not be liable for any expenses incurred by me, my employer, or anyone else on my behalf, due to the cancellation.

1.3

In the case that I want to cancel my reservation for this course I shall notify ICMA (attention Education Team) in writing without delay. I agree to the following cancellation fees being applied by ICMA:

- until the 30th calendar day before the start date of the relevant course = 10%
- from the 29th calendar day to the 15th calendar day before the start date of the relevant course = 50%
- from the 14th calendar day to the last calendar day before the start date of the relevant course = 75%
- on or after the start date of the relevant course = 100%

Refunds will only be processed after the completion of the relevant course and after the return of any course material already provided to you. Any such material must be returned undamaged and at your own expense.

1.4

I agree that if I fail to attend or complete this course within the given deadline, without following the cancellation procedure (see 1.3 above), no refund of the course fee shall take place.

1.5

Delegates must register before the course in order to be allowed to join the course. I understand that registrations for online and livestreamed courses are non-transferable and non-refundable. I understand that substitutions can be made for classroom-based courses (if available) at no charge subject to the condition that ICMA (attention Education Team) is notified accordingly in writing and provided with the details of the substitute (see 1.1 above) not later than 48 hours before the relevant course commences.

1.6

I agree that ICMA and its affiliate entities may retain the information supplied on this form on a database and use it for the purpose of course and event administration. I also agree to my name being included in a class list which may be distributed at the course in hard copy or to other registered delegates in electronic form.

I am aware that if I wish to have my name excluded from any class list so it is inaccessible to delegates registered on the same course or cohort I can contact ICMA at education@icmagroup.org to request this

1.7

I understand and accept that livestreamed courses in which I am participating may be recorded by ICMA. If a livestreamed course is recorded, this means that its audio or audio-visual parts will be recorded and then stored on ICMA's Learning Management System. They will be made available through ICMA's Learning Management System for access by those registered in the same course solely for their personal, individual educational use and by course administrators for review. The recorded material will be removed from the platform following completion of the course. I understand that no other recording or relaying of education courses or any of their sessions is permitted. Finally, I understand that the sharing, altering, or distorting of any audio or audio-visual capture of an education course or any of its sessions is prohibited.

I understand that, if for any reason I do not wish ICMA to record my image or voice, I am requested to let ICMA know by email to education@icmagroup.org

1.8

"I understand that the course fees do not include taxes, duties or similar governmental charges of any nature, including value added tax, sales, use or withholding taxes, imposed or levied in any jurisdiction whatsoever ("Taxes") that may be associated with the course fees. I agree to be responsible for paying all Taxes that may be associated with the course fees."

If applicable:

Course materials will be provided to candidates (where necessary) in electronic format prior to the start of programme. Please ensure that you have these with you during the course as hard copies of course materials are not provided. Where specified, candidates are required to bring any additional equipment (for example, a bond calculator) at their own expense

1.9

I understand that all present and future Intellectual Property Rights in and relating to any course, including the text, graphics, illustrations, images (still or moving), design, music and video and/or sound recordings forming part of the course materials, presented or played back, or the speeches given by trainers at classroom courses or online livestreamed courses, are and shall remain owned by ICMA or its licensors, as applicable.

Other than as specified below, the course materials are supplied for informational and for personal, individual educational use only and not for any other use. Any commercial use, copying, distribution, reproduction, transmission, publication, posting or storing in any retrieval system of the whole or any part of the course materials is strictly prohibited without the express prior written consent of ICMA.

I understand that ICMA grants a limited, personal, non-transferable, non-sublicensable, non-exclusive licence to use the course materials content for the sole purpose of completing such course. All rights not granted by ICMA are reserved.

I agree that I am not authorised to and shall not:

- modify, copy, reproduce, duplicate, republish, assign, sub-license, sell, upload, broadcast, post, transmit, make available, disseminate or distribute any of the course materials or any information or other proprietary technology provided by ICMA, its licensors, or any third party service provider save as explicitly stated in these terms and conditions;
- record (video or sound) or relay (by video telephone or any other means) all or any part of a classroom course, an online livestreamed course or an online self-study course;
- use any of the course materials for the purpose of delivering learning courses or training;
- remove or modify any copyright notices, proprietary markings or restrictive legends on any course materials;
- modify, adapt, merge, translate, disassemble, decompile, recompile or reverse engineer any software or other proprietary technology forming part of or enabling access to or the use of any course which is provided, in full or in part, in electronic form (including online) or create derivative works based on the whole or any part, or which incorporate, the course which is provided, in full or in part, in electronic form (including online) into any software program provided by ICMA, its licensors, or any third party service provider.

2.0

I consent to the inclusion of my name on the public list for Certificate and Diploma Holders on ICMA's website upon the successful completion of the exam. I acknowledge that I retain the right to opt out by providing written notice to education@icmagroup.org clearly expressing the intention to be excluded from the public list.