

Procom Training Center



Registration Process/ what to expect:

- 1) Register online with your full name, company name, and contact details.
- 2) Receive an auto-generated email acknowledging your registration request.
- 3) Receive a second email requesting confirmation to complete the registration process.
- 4) Receive an invoice for the training fees within the next 7 days from registration.
- 5) Complete the payment at least 1 week prior to the training dates to reserve your seat.
- 6) Receive booking confirmation and invoice receipt.
- 7) Contact training-center@procom-me.com if you completed the registration process and haven't received confirmation one week prior to the event.

Terms and conditions:

- 1) Payment must be completed at least one week before the training date.
- 2) Seats will only be reserved upon receipt of full payment.
- 3) Seats are limited and allocated on a first-come, first-served basis.
- 4) We reserve the right to make changes to the published program of an event (but not the overall content).
- 5) Contact training-center@procom-me.com for any difficulties with the payment process.
- 6) You can send a substitute to the training if you notify us before the event.
- 7) Cancellations 2 weeks prior to the training dates are eligible for a full refund.
- 8) Cancellations less than 2 weeks prior to the training dates or not attending are not refundable.
- 9) No reimbursements will be made for travel, accommodation, or any other costs incurred in connection with the training.
- 10) If the training is canceled or postponed, Procom will reimburse the paid amount within 30 days.