# **ACTIVE CUP team registration form**

|  |  |  |  |
| --- | --- | --- | --- |
| Company name: | | | |
| Address: | | | |
| Nominated point of contact (name): | | | |
| Phone: | E-mail address: | | |
| Competition:  (tick venue / date) | January 2024  (Cranfield) | | March 2024  (Carnoustie) |
| The Company, hereinafter referred to as “we”, wish to register a team for the ECITB ACTIVE Cup Project Management Competition as per the box ticked above.  We understand that a team of max. 5 persons is required. We note the Team Composition and Experience requirements laid down in the ECITB ACTIVE Cup Outline document.  We will be directly responsible to the Cranfield School of Management Conference Centre for the payment of all accommodation and related delegate incurred fees over the competition weekend, including any cancellation charges that may relate to the accommodation.  We understand that this initial registration invokes the Tuition Fee cancellation policy in the event that our team withdraws and the team place cannot be reallocated.  43 days or more no fee  42 – 29 days cancellation 25% of the tuition fee  28 – 15 days cancellation 50% of the tuition fee  14 days or less cancellation 100% of the tuition fee  If it becomes possible that a team of less than 5 will attend the competition please contact Cat Waddon at the ECITB at the earliest opportunity. Substitute team members may be available from other companies.  We understand that all future communication regarding the competition will be made via the point of contact nominated above unless otherwise directed.  On the final day of the event there will be a VIP presentation of the awards. Please advise us who your company representative will be when returning this form. | | | |
| Signed: | | Name (please print) | |
| Date | | Position in company | |
| Contact phone number (if different from above) | | E-mail address (if different from above) | |

**Please return this form by email to: Cat Waddon,** [**cat.waddon@ecitb.org.uk**](mailto:cat.waddon@ecitb.org.uk)