

# Mediation Advocacy: How to be an Effective Lawyer during Mediation

## REGISTRATION FORM

Dates (Please tick your preferred choice)	Early Bird Registration (inclusive of GST)	Regular Registration (inclusive of GST)
<input type="checkbox"/> 14 - 15 March 2016	S\$834.60 (Register by 15 February 2016)	S\$909.50

## PERSONAL PARTICULARS

**Salutation**  Dr  Mr  Ms  Others:

**Name** (as appears in NRIC / Passport; please underline family name) \_\_\_\_\_

**NRIC / Passport No** \_\_\_\_\_

**Designation** \_\_\_\_\_

**Organisation** \_\_\_\_\_

**Address** \_\_\_\_\_

**Contact No** Mobile: \_\_\_\_\_ Office: \_\_\_\_\_

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

**Highest Qualification** \_\_\_\_\_

**Dietary Requirements**  Halal  Vegetarian  None  Others:

**SILE\* CPD Points Required**  Yes  No  AAS No:

**CEA\*\* CPD Points Required**  Yes  No  NRIC No:

**Mediation/Negotiation Course Attended**  
Organiser : \_\_\_\_\_  
Course Date : \_\_\_\_\_  
Course Title : \_\_\_\_\_

## PAYMENT DETAILS

Please make cheque payable to '**Singapore Mediation Centre**'.

Individual (Cheque Number: \_\_\_\_\_ )

Organisation (Please fill in the details below)

**Bill Fees to**

Company Name : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Billing Address : \_\_\_\_\_  
Telephone No : \_\_\_\_\_  
Email Address : \_\_\_\_\_  
SUB-BU Code : \_\_\_\_\_ (If applicable, for Government organisation only)

Please mail completed form and cheque to:

**Singapore Mediation Centre**

1 Supreme Court Lane, Level 4

Singapore 178879

You may also fax the form to **+65 6333 5085**, or email to **nurimah@sal.org.sg**

**TERMS & CONDITIONS**

1. Placement in the workshop will be reserved on a first-come, first-serve basis.
2. Workshop registration fee includes 2 lunches, 4 tea breaks and programme materials.
3. Please note that the workshop is aimed at developing personal skills and is not meant for accreditation to the SMC's Panel of Associate Mediators.
4. If you require an invoice to make payment, please note that we need a minimum of 10 working days to process the invoice. Early bird discount is only applicable to payment that is received by SMC before the early bird registration fee closing date. All other payments are to reach SMC before the specified closing date for registration in order to secure a place in the workshop.
5. Please note that the following penalty charges will be imposed for cancellation of registration:
  - a. where cancellation notice is received by SMC between 10 working days or more before the date of the workshop: \$214 (inclusive of GST)
  - b. where cancellation notice is received by SMC less than 10 working days before the date of the workshop: Full amount
6. An administrative fee of \$74.90 (inclusive of GST) will be imposed for each change per course and/or replacement of participant. No changes will be made until SMC receives the administrative fee.
7. Please note that SMC retains the right to cancel a workshop. If a workshop is cancelled, SMC will refund the workshop fee.
8. SMC reserves the right to make changes to the details published.

I have read and agree to the above.

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

Date: \_\_\_\_\_

**PERSONAL DATA PROTECTION ACT CONSENT CLAUSE**

**YES**, I consent to the use and disclosure of the personal data provided in this form to SMC and its parent company, the Singapore Academy of Law (SAL), its respective agents and authorised service providers, for the purposes of receiving and providing relevant information about SMC and the SAL group including its programmes, products and services.

**NO**, I do not consent to the use and disclosure of the personal data provided in this form to SMC and its parent company, the Singapore Academy of Law (SAL), its respective agents and authorised service providers, for the purposes of receiving and providing relevant information about SMC and the SAL group including its programmes, products and services.

**Photos**

Please note that photographs may be taken during the event may be used in SMC's collaterals, reports and other publicity material. If you do not wish to have your photograph taken, please do inform the photographer.

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

Date: \_\_\_\_\_