

# WORKSHOP REGISTRATION FORM

Workshop Title: \_\_\_\_\_ Location: \_\_\_\_\_

## Participant Information:

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

Organization / Company: \_\_\_\_\_

Job Title / Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Emergency Contact Information:

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

Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## Workshop Details:

Preferred Session(s) (if multiple, list all): \_\_\_\_\_

Special Requirements or Accommodations: \_\_\_\_\_

## Payment Information:

Payment Method: \_\_\_\_\_

Amount (USD): \_\_\_\_\_

### 1. Registration and Payment

Participant agrees to submit this Registration Form and the full payment of workshop fees prior to attendance. Registration is not confirmed until payment is received in full. Payment methods accepted include credit card, check, or electronic transfer as specified by the Workshop Organizer.

### 2. Cancellation and Refund Policy

Cancellations must be submitted in writing. Refunds, if any, will be processed according to the Workshop Organizer's published policy. No refunds will be issued for cancellations made after the deadline specified by the Organizer. The Organizer reserves the right to cancel or reschedule the workshop; in such cases, registrants will be offered a full refund or transfer.

### 3. Liability Waiver

Participant acknowledges that attendance may involve physical activity or travel and assumes all risks associated with participation. Participant releases the Workshop Organizer, its employees, agents, and affiliates from any liability for injury, loss, or damage arising out of or related to participation in the workshop, except to the extent caused by gross negligence or willful misconduct.

### 4. Code of Conduct

Participant agrees to conduct themselves in a professional and respectful manner during the workshop. Harassment, discrimination, or disruptive behavior will not be tolerated and may result in removal from the workshop without refund.

**5. Intellectual Property**

Workshop materials are provided for the personal use of the participant only. Unauthorized reproduction, distribution, or commercial use of workshop materials, presentations, or recordings is prohibited without prior written consent from the Workshop Organizer.

**6. Privacy and Data Protection**

Participant consents to the collection and processing of personal information for purposes related to workshop administration, communication, and legal compliance. Personal data will be handled in accordance with applicable U.S. data protection laws and the Workshop Organizer’s privacy policy.

**7. Governing Law and Jurisdiction**

This Registration Form and any resulting agreements shall be governed by and construed in accordance with the laws of the United States and the State of \_\_\_\_\_, without regard to conflict of law principles. Any disputes arising hereunder shall be subject to the exclusive jurisdiction of the state and federal courts located in \_\_\_\_\_ County, \_\_\_\_\_.

**8. Entire Agreement**

This Registration Form constitutes the entire agreement between the Participant and the Workshop Organizer with respect to the subject matter herein and supersedes all prior agreements, understandings, and representations. No amendment or modification shall be binding unless in writing and signed by both parties.

**PARTICIPANT'S SIGNATURE**

**WORKSHOP ORGANIZER'S SIGNATURE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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