

## **REGISTRATION INFORMATION**

### **LEA WORKSHOP REGISTRATION INFORMATION**

#### **CANCELLATIONS AND REFUNDS:**

If you must cancel your workshop registration, you will receive a full refund up to four weeks before the workshop. A cancellation occurring within four weeks of the workshop date will be subject to a 90% cancellation fee or you can transfer to an alternative workshop within the following 6 months of the original workshop date.

To cancel a workshop please call LEA on +44 (0)1600 890590.

#### **SUBSTITUTIONS:**

Substitutions may be made at any time prior to the start of the workshop.

To make a substitution, please call LEA at +44 (0)1600 890590.

#### **LEA-CANCELLED WORKSHOP:**

Should circumstances necessitate that LEA cancel a workshop, LEA staff will notify attendees by phone or email 14 calendar days prior to the start of the program. LEA will issue a full refund for the cancelled workshop or, if the opportunity is available, the option to substitute classes. LEA will not be held responsible for any incidental cost incurred (hotel, airfare, change fee, etc.).

#### **REGISTER ONLINE:**

Register on our website [www.leanuk.org](http://www.leanuk.org) via our secure internet server 24 hours a day from anywhere in the world.

#### **REGISTER BY PHONE:**

Call LEA at +44 (0)1600 890590 between 9:00 am and 4:00 pm (GMT) Monday-Friday.

#### **CUSTOMER SERVICE INQUIRIES:**

If you have questions about our workshops, please call LEA at +44 (0)1600 890590 between 9:00 am and 4:00 pm (GMT) Monday-Friday, or send us an email at [events@leanuk.org](mailto:events@leanuk.org)

#### **PAYMENT:**

We accept bank transfers, credit cards (American Express, Master Card, Visa) and cheques. Please note you are NOT considered registered until payment is received by LEA.

#### **PRICES:**

All one-day workshops are £395 and two-day workshops are £790 unless otherwise noted on the training registration page. Price includes all participant materials, refreshments, and lunch. Pre-summit or specialty workshop pricing may differ.

#### **DISCOUNTS:**

**Multiple Person Registration Discount:** A 15% discount is available for two or more people from the same company attending a workshop(s) in the same location. This discount is automatically added in the checkout procedure when registering online. **This discount does not apply to pre-summit workshops.** This discount cannot be combined together with any other discount.

#### **REGISTRATION CONFIRMATION:**

Once your registration has been confirmed, a follow-up email will be sent to you with the details of your workshop registration. Please use that email as confirmation and receipt of your registration.

#### **CLASSES AT CAPACITY:**

Due to the popularity of LEA workshops and their limited availability, we encourage you to register early to ensure a seat. If classes are full please continue to visit [leanuk.org](http://leanuk.org) as any cancellations will be reflected immediately.

#### **Lean Enterprise Academy Limited**

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