

**COMPETENCY BASED EDUCATION AND TRAINING (CBET) CONFERENCE**

**Date: 3rd - 5th February, 2020**

**Venue: CEMASTEA, Karen, Nairobi**

**PARTICIPANT REGISTRATION FORM**

1. **Participant’s profile**

Fill in the details and send duly completed form to [**knqa.go.ke@gmail.com**](mailto:knqa.go.ke@gmail.com)**.**

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Organization/Institution |  |
| Email Address |  |
| Telephone no. |  |
| Reason for participation |  |

1. **Application and Payment**
2. Please complete the attached participants Registration form and return it to the event organizer or email it to [knqa.go.ke@gmail.com](mailto:knqa.go.ke@gmail.com) on or before 31st January, 2020;
3. Participation shall be subject to approval;
4. Registration fee is Ksh 1,000;
5. The conference packages (Meals, refreshments & stationery) is Ksh 7,500 @ Ksh 2,500 per day; and
6. Payment should be made to Kenya National Qualifications Authority account No. **1208626825**, Kenya Commercial Bank, Moi Avenue Branch.
7. **Cancellation Policy**
8. In case of cancellation by the event organizer, the participant shall be entitled to a 100% refund;
9. In case of withdrawal by the participants, notification in writing should be sent to the event organizer at least 14 days to the event.

**Signature ……………………………... date…………………………………….**

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| **For Official Use only** |
| Application is approved/not approved  Remarks: |
| Name of Approving officer:  Signature: ------------------------------------------ Date: ------------------------------------------ |