

Useful Booking Information

Personal Data: We partner with third parties to provide our training services. By registering on Prosci Europe training please be aware that your details are also stored in HubSpot our Customer Relationship Management system which is based in the USA and in Microsoft Dynamics with storage in the EU.

For further details about how the information you share with us is managed, please read our **Privacy Policy**. If you do not wish your personal details to be shared, please do not proceed with the registration.

You can pay for your course online and secure your place immediately using a debit or credit card. For other methods of payment (such as BACS or PO), then please select “Pay by Invoice” when you check-out and a member of the Prosci Europe team will be in touch to finalise your payment. Please note your place is not secured until payment is received in full. **Payment must be received in full in advance of the course.**

When purchasing online please provide participant names as you wish them to appear on course certification along with a valid email addresses which participants will use to register and access their Prosci resources. Identification will be required for participants on the Practitioner course. If you have registered for in-person training, and you require local accommodation please check what is included within the course that you have booked as some of our courses do not include accommodation.

If you are attending in-person training, please note it is your responsibility to ensure you have the legal right to enter the country in which the training is being delivered and attend the in-person course you have booked. Please note Prosci Europe are not categorised as an “accredited institution” for the purposes of seeking to enter Europe or the UK for short-term study.