

Jane's OSINT & SOCMINT Training Cancellation, Postponement and Substitution Policy

If you have registered for a training session but are unable to attend, you may send a colleague in your place by supplying Terry Pattar with his or her details:

Terry Pattar IHS Markit Global Headquarters 4th floor Ropemaker Place 25 Ropemaker Street London EC2Y 9LY E-mail: <u>terry.pattar@ihsmarkit.com</u>

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If you are unable either to attend or to send a colleague in your place then Jane's by IHS Markit will refund your payment minus an administration charge, as per the criteria outlined below:

- Cancellation more than one month prior to the event: refund minus 10% administration fee
- Cancellation less than one month prior to the event: refund minus 50% administration fee
- Cancellation after close of business on the day before the training begins, or nonattendance without a cancellation notice: no refund will be given

Please note that cancellations may only be accepted in writing, either by mail or e-mail.