

IFATCA Speak English Program Participant Booking Form

Booking instructions:

1. You must be a **member of an IFATCA Member Association.**
2. You can book **one session per week.**
3. Please fill up **your preferred AND alternate slot.**
4. Enter **the email that you will be using to join Google Meet** during the session.
5. By the **8th of every month**; If the matching is **successful**, you will receive a confirmation email from SEP secretariat.
6. If the matching is **unsuccessful**, you will receive nothing from the SEP secretariat.
7. If for any reason you need to cancel the confirmed session, please inform sep@ifatca.org **no later than 24 hours before the session.**
8. After filling this booking form, please save and rename this file with the following format: **(IFATCA SEP – "Your Name")** and send it back to your MA director or the Point of Contact for this program in your association.
9. **DO NOT SEND THIS FORM DIRECTLY TO THE SEP SECRETARIAT.**

Participant's Name:		
Participant's Email:		
Association's Name:		
Week 1 10th to 16th of the Month	Preferred Slot	<i>Alternate Slot</i>
	<i>MM/DD 00:00~00:00(UTC)</i>	<i>MM/DD 00:00~00:00(UTC)</i>
Week 2 17th to 23th of the Month	Preferred Slot	<i>Alternate Slot</i>
	<i>MM/DD 00:00~00:00(UTC)</i>	<i>MM/DD 00:00~00:00(UTC)</i>
Week 3 24th to the end of the Month	Preferred Slot	<i>Alternate Slot</i>
	<i>MM/DD 00:00~00:00(UTC)</i>	<i>MM/DD 00:00~00:00(UTC)</i>