

SMDSSG Training 2017

Training booking form

Course Title	Course Dates	Tick the course you wish to attend
Supporting Social Development and Behaviour 2-11 years	January 16	
	Fee:	
Supporting Social Development and Behaviour 11-18 years	January 17	
	Fee:	

Please copy this form as necessary, and if handwritten, complete in **BLOCK CAPITALS**.

Delegate name:	<i>(Please use a separate form for additional delegates)</i>
Role:	<i>(Parent, family carer or professional)</i>
Job title: <i>(If applicable)</i>	
Organisation:	<i>(If applicable)</i>
Email address:	<i>(Required)</i>
Address:	
Daytime telephone:	
Dietary requirements: <i>(Please tick a box)</i>	None <input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan <input type="checkbox"/> Halal <input type="checkbox"/> Kosher <input type="checkbox"/> Fish allergy <input type="checkbox"/> Nut allergy <input type="checkbox"/> Other (Please specify) <input type="checkbox"/>
Access requirements: <i>(Please tick a box)</i>	Wheelchair <input type="checkbox"/> Mobility impaired <input type="checkbox"/> Hearing impaired <input type="checkbox"/> Sight impaired <input type="checkbox"/> Other (please specify) <input type="checkbox"/>
Where did you hear about this event?	

NB: without your email address we will be unable to book you onto your selected training course and you will be unable to receive your confirmation email and joining instructions

Payment

The training charge includes refreshments and all course documentation.

Full payment must be received prior to training, unless otherwise stated.

Total Fees due:	
Payment method:	Cheque <input type="checkbox"/> BACS <input type="checkbox"/> Invoice <input type="checkbox"/>
Cheque:	I enclose a cheque for the full amount £ made payable to SMDSSG
Invoice:	To be made out to (name of organisation) Address:
Signature:	
Date:	

For support in booking on please contact Bernadette at contact@dsmanchester.org.uk phone: 07593 542 107

Booking terms and conditions

All training bookings are subject to the terms and conditions set out below:

1. Upon completion and submission of this booking form, SMDSSG will reserve a place for the named delegate. Non-payment in advance of the training course date may result in the delegate not being able to access the event.
2. By submitting this form, you accept that cancellations made less than 2 weeks before the event incur 100% of the event charge. All cancellations must be made in writing. Replacement delegates may be nominated in writing at any time prior to the start of the event.
3. It is regretted that no refund will be made to those registrants who have booked a training place but who are unable to attend on the day. However, substitutes may be made, provided that a name is sent in writing to the SMDSSG prior to the event.
4. The SMDSSG gathers, holds and processes personal data in accordance with the requirements of the Data Protection Act 1998. Any personal data you supply will be used by the SMDSSG for the purpose of managing and organising this event. Such data may also be released to third parties (such as service suppliers for organising events) where necessary for the above purposes.

These terms and conditions apply at the time of booking.

Photography

SMDSSG uses images taken at training events to promote awareness of its work. By submitting this form you give permission to SMDSSG to use images taken of you at the training event. This includes (but is not limited to) reproducing these images in SMDSSG publications, websites, blogs, social media channels, advertising etc. to promote awareness of the SMDSSG.

Please note your booking will not be confirmed if you do not sign this form and agree to SMDSSG storing and using your data.

Please return this booking form by:

Email: contact@dsmanchester.org.uk

Post: SMDSSG), Unit 17, 41 Old Birley Street, Manchester M15 5RF