

Registered Charity No: 1164570

SMDSSG Training 2017

Training booking form

Course Title	Course Dates	Tick the course you wish to attend
"LETS SLEEP" Workshop 10am – 1pm	September 9	
	Fee:	
Communication and Language 9.30am – 1pm	October 6	
	Fee:	
Early development – birth to 4 years 9.30am-3.30pm	October 16	
	Fee:	
Primary Education 9.30am-3.30pm	October 17	
	Fee:	
Secondary education 9.30am-3.30pm	October 18	
	Fee:	
Sexuality and relationship education 9.15am – 4pm	November 10	
	Fee:	
Toilet training 9.30am-12.30pm	November 11	
	Fee:	
Supporting reading development 9.30am – 3.30pm	December 1	
	Fee	

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

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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



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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