Staff Development Forum

SDF – sponsored by the Leadership Foundation

Booking Form

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Event Booking**: Synchronised Swimming or Swimming with the Sharks?**  Date: **31st May 2013**  Venue: **University of Westminster**  Time: **10:00 to 16:00** | | | | | | | |
|  | | | | | | | |
| Price:  (Please tick)  **£150 \***  **\***The Staff Development Forum’s activity is subsidised through an annual grant from our working partners the Leadership Foundation.  Therefore the prices quoted are for LF Members who benefit from lower fees for attendance at the SDF Events, Programmes and Conferences.  The non LF members price for attending the event is £300 If your institution is one of the small number of HEI's who are not currently LF members, you  might wish to re-consider in order to take advantage of our discounted fee rate and of course the wider benefits of LF membership.  **£300** (Non LF member rate **)** | | | | | | | |
| Title: | Prof | Dr | Mr | Mrs | Ms | Miss | Other |

|  |  |
| --- | --- |
| Surname: | Forename(s): |
| Position Held: | Department: |
| Institution: | |

|  |  |
| --- | --- |
| Address for correspondence: | Invoice address (if different): |
|  |  |

If your institution runs a purchase order system, please send a purchase order/purchase order reference if you are booking a place on

a CPD event or accredited programme.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Tel: | | | Fax: | | | |
| Mobile: | | | | | | |
| Email: | | | | | | |
| PA’s Email: | | | | | | |
| Special Dietary Requirements: | | | | | | |
| Vegetarian | Vegan | Halal | | Kosher | No Seafood | No Dairy |
| Food allergies please state: | | | Other requirements: | | | |
|  | | |  | | | |

Cancellations:

Cancellations made between 4 & 8 weeks before the event – half the fee will be returned to the institution.

Cancellations made within 4 weeks of the first day of the course – the full fee will be retained by the Staff Development

Forum. Please contact Wendy Mason wendy.mason@sdf.ac.uk to cancel your place on the programme

Data Protection Act:

Please indicate your agreement with the following:

I agree to my name, title and institution being featured on the attendance list distributed to all delegates

at the named event

I agree to the information I have supplied on this form being stored in an electronic format by the Staff

Development Forum

NB: completion of this form does not guarantee that the course will be run, for many courses we need a minimum number of 10 candidates in order to run the course.  Please DO NOT make any travel or accommodation arrangements until you receive confirmation that the course will run.

Please return the completed form at your earliest convenience:

Wendy Mason

SDF Administrator

Staff Development Forum

Kingfisher House

90 Rockingham Street

Sheffield S1 4EB

T: 0114 270 0188 F: 0114 272 6354

E: wendy.mason@sdf.ac.uk

www.sdf.ac.uk

A company limited by guarantee, registered in England and Wales number 6682352

Registered office 90 Rockingham Street Sheffield S1 4EB