

Return by FAX to 0207-100-9275 or
Post to our address in footer

Please tick the relevant boxes below.

Yes, please sign me up to the following workshop (please check programme dates carefully):

Workshop title: **Smart Technology Skills**

Venue: **Doolittle Mill, Milton Keynes**

Dates: 30th August 2006
or 27th September 2006

Please arrange Laptop hire at additional cost of £45

Please complete relevant fields below using BLOCK CAPITALS:

Full Name: _____

Organisation: _____

Tel: _____

Mobile: _____

Fax: _____

E-mail: _____

Address: _____

Post Code: _____

Job Title: _____

I understand that the workshop fee must be paid in full by end of July 2006 in order to secure my place. I accept that fees cannot be refunded for cancellations made. If a programme has to be postponed due to low numbers, I agree that my booking will be transferred to the next available programme. For any cancellations made by me the client, all fees will be forfeit.

I understand and accept what is asked of participants (under 'what we ask of participants').

Our promise to participants

In return for your investment, we are committed to providing all of the following:

- Supporting materials.
- Refreshments each day and lunch of 'international cuisine' (any special dietary needs can be catered for, with advance notice).
- A confidential, safe learning environment.
- High quality facilitation of your event in line with best practice (focused learning with high quality listening skills and approachability of the Facilitator).
- Respect and inclusion at all times.

- Comprehensive joining instructions on receipt of your booking form.

What we ask of participants

So that we can gain the most from our work together, we ask for your commitment to:

- Be there for the programme from start to finish each day at the agreed times.
- Agree to undertake all pre and post workshop reading.
- Protect confidentiality of other participants.
- Choose to be there.
- Not be under the influence of drugs, alcohol or any other harmful substance which could prevent you fully 'being' on the programme.
- Respect the experience, financial investment and hard work which has gone into the design and delivery of the workshop by not referring to or publicising the specific tools, models and examples used during the workshop to anyone who has not been on the workshop as they are the copyright of CertainIT.

Please tick one of the following two boxes:

- My workshop fee has been transferred to Ei World at Bank of Scotland, Acct No. 06199824, Sort Code 12-24-81.

OR:

- I have arranged to post a cheque to you made payable to 'Ei World'. Please ensure that you add VAT.

Signed: _____

Full Name: _____

Date ____/____/____

Please send your signed completed form by fax on:

+44-(0)207-100-9275

Please keep a copy for your records.