

# Professional Development Programme Booking Form



Please complete this booking form and send to, CIEH, 123 York Street, Belfast, or by email to [d.drummond@cieh.org](mailto:d.drummond@cieh.org). For group bookings or enquiries, please telephone 028 9024 3884 or fax 02890328130.

## DELEGATE DETAILS

|                             |   |
|-----------------------------|---|
| <b>Name</b>                 | <b>CIEH membership no.</b>                      |
| <b>Organisation/address</b> | <b>Dietary/access requirement – please list</b> |
| <b>Postcode</b>             | <b>Delegates email:</b>                         |
| <b>Telephone:</b>           | <b>Ref no:</b>                                  |
| <b>Fax:</b>                 |   |

## EVENT DETAILS

|              |             |
|--------------|-------------|
| <b>Title</b> |             |
| <b>Date</b>  | <b>Cost</b> |
| <b>Date</b>  |             |

## PAYMENT OPTIONS (please complete relevant section)

**OPTION 1:** Payment by cheque payable to: CIEH N.I. Directorate. Please send your cheque with this booking form. A receipt will be sent to you. Please tick the box if this is your chosen payment option

**OPTION 2:** Proforma invoice for payment by organisations.

**Order / ref nos**

### Invoice for the attention of

As part of CIEH NI commitment towards reducing environmental impacts it is our policy to issue correspondence where possible electronically. Please note that a paper copy will be sent only if requested by return email please state clearly details of whom you wish your invoice to be emailed.

**Email address for invoicing only**

**Booking Terms and Conditions:** In the event of circumstances beyond our control, we reserve the right to amend or cancel any course or conference. Delegates will be notified in advance and provided with a refund or the option to transfer to another event. Booking forms cannot be accepted without an authorised signature. Confirmation of your registration and joining instructions will be sent out at least two weeks prior to the event. Fees include tea, coffee, lunch and documentation.

**Transfers and Cancellations:** Delegates may cancel their place or transfer to other events of equivalent value (subject to availability) providing that notification is received in writing at least 15 working days prior to the event. Any cancellations or transfers made after this time will render the delegate liable for the full delegate fee. Delegate substitutions are acceptable at any time; please inform us in writing giving as much notice as possible.