

B O O K I N G F O R M

If your institution or organisation runs a purchase order system please send a purchase order / purchase reference with this booking form. P/O No: _____

Title: Prof Dr Mr
 Mrs Miss Other

First Name: _____

Family / Last Name: _____

Position Held: _____

Department: _____

Institution / Organisation: _____

Address for correspondence: _____

Postcode: _____

Invoice Address if different: _____

Postcode: _____

Delegate email: _____

Delegate mobile tel no: _____

Delegate direct tel no: _____

Please indicate below your choice of workshop for the afternoon session (Tick Box)

- Lean Higher Education, Professor William Balzer
 Student Affairs and the Student Experience, Tom Ellett

In order that we may meet your needs please complete the following:

Special Dietary Requirements

- Vegetarian Vegan Halal
 Kosher No Seafood No Dairy

Food Allergies: please state _____

Other requirements:

Disability:

- Do you consider yourself to be disabled? Yes No
 Are you registered disabled? Yes No

Do you have any requirements and if so what assistance can we offer you?

If you indicate on this booking form that you have any requirements due to disability or for any other reason, we will contact you before the seminar and go through any arrangements that need to be made.

Car Parking – there is limited parking at St Hugh's College. To reserve a space please email.

Cancellations:

All cancellations must be made in writing, either post or email to Elementa Leadership Limited.

We regret that we will not be able to refund the Seminar fee once a place is booked and confirmed. We will however allow the place to be transferred to another participant from the same institution.

Please visit Elementa Leadership website for the full Terms and Conditions. **www.elementaleadership.co.uk**

Please contact Janet Sharpe at **janet@elementaleadership.co.uk** to cancel your place.

Data Protection Act: Booking on this event means you have agreed to Elementa Leadership storing your booking data details electronically in order to process your booking, invoice and send information to you about other Elementa Leadership services. Your information will not be shared with third parties. Please complete this form and return it by post or email to:

Janet Sharpe
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