

## Confirmation booking form

(Please read our **Terms & Conditions** below before completing this form)

Course Title

Course Dates

Course location

**Participant** (All programme correspondence will be sent via E mail to the **participant**)

Name

Male

Female

Position & Dept

Company Name

Company Address

Business Type

Direct Line

Mobile

Fax

E-mail

Participant Signature

HR/Training Mgr

Add contact details here if you want to receive programme communications as well as participant:

Invoice Details to be sent to (only complete if different to participant details)

Name

Position & Dept

Company Name

Company Address

Direct Line

Mobile

Fax

E Mail

Purchase Order No

If your company operates a Purchase Order system, please provide a Purchase Order Number with your completed booking form, so we can confirm your booking. Unfortunately, we cannot hold your place if this is not received. This is booked in accordance with SMPD Terms + Conditions. An invoice will be sent 6 weeks before the start of the course.

Please make all remittances payable to:

e.g. Sheppard Moscow llp Accounts Department Candlewick House 120 Cannon Street London EC4N 6AS	For payment by BACS, please send to:  The Royal Bank of Scotland Sort Code 16-00-30 A/C No.10341522 BIC: RBOSGB2L IBAN: GB72RBOS16003010341522
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## Terms and Conditions

### TO BE COMPLETED BY THE COURSE PARTICIPANT

This booking is accepted strictly upon our Terms and Conditions and in reliance upon your declaration.

By ticking this box I agree that I have read, understood and agree to your Terms and Conditions as set out below.

I understand that my participation in the course is for educational purposes only.

I declare that I am attending the courses voluntarily and it is my sole responsibility to inform you of any physical, medical, psychological or psychiatric condition which would affect my participation on the course.

Signature of Participant

Print name

Date

## 1. Provisional Reservations

- 1.1 A provisional reservation may be accepted by telephone, e-mail or post subject to availability. We will advise you how long the provisional reservation can be held and this will depend on the both programme numbers and the proximity of the start date
- 1.2 A firm booking is not made until a fully completed Booking Form, signed Terms and Conditions and full payment is received at our offices.
- 1.3 We reserve the right to refuse to allow attendance on our courses unless a fully completed Booking Form and full payment has been received by us.

## 2. Payment

- 2.1 All fees are payable on receipt of the invoice and must be cleared in advance of the course start date.
- 2.2 If you wish to cancel or apply to transfer your booking, please notify us first by telephone and then in writing to the Programme Co-ordinator at our office.
- 2.3 In the event of you cancelling your booking we will retain a cancellation charge at the following rates of the course fees for the periods prior to the relevant course start date:
  - 2.3.1 Within 8 weeks of the starting date: 75% of total fee
  - Within 6 weeks of the starting date: 100% of total fee

These charges will apply even if you rebook.

- 2.4 We have absolute discretion as to whether to allow a transfer of your booking to a substitute participant in your place. In all cases, a fully completed Booking Form and signed Terms + Conditions needs to be received by us before any substitute participant is accepted or admitted for attendance.
- 2.5 We reserve the right to cancel or alter a course without prior notification. In the unusual event that we cancel the course, our liability will be limited to a refund of your course fees.

## 3. General

- 3.1 No recording whether on tape or any other medium is permitted without our prior consent in writing.
- 3.2 We reserve the right to refuse access to any course (of any part of a course) where we have reasonable grounds to believe that the continued presence of any participant would be detrimental to the course. We reserve the right to retain the course fee in such cases.

- 3.3 A person who is not a party to this Agreement shall not have the right to enforce any term or terms of this Agreement pursuant to the Contract (Rights of Third Parties) Act 1999.
- 3.4 This Agreement shall be governed by and construed in accordance with the laws of England.

**Although it's not obligatory for participants to be residential, we believe it adds value to the learning experience. Whilst we book hotel accommodation for programmes, the account should be settled directly with the hotel by the participant or nominating organisation.**

**To comply with the Data Protection act and privacy & electronic regulation, please tick this box to allow us (Sheppard Moscow companies) to contact you about programmes and events that may be of interest to you.**