

Please complete all fields below for each course which you wish to attend. For multiple delegates, you will need to complete one form per delegate.

Event title	Event date	Event fee
1		
2		
3		
4		

£.....+VAT

£.....+VAT

£.....+VAT

£.....+VAT

**Total Fee £.....+ VAT**

**ALL sections and fields are mandatory - Failure to complete all sections may delay the booking process.  
For multiple delegates, please complete one form per delegate.**

## Your details

(to be used on any certificates and correspondence)

Title \_\_\_\_\_

Surname \_\_\_\_\_

First name \_\_\_\_\_

Job title \_\_\_\_\_

Date of birth \_\_\_\_\_

CIPD membership no. \_\_\_\_\_

*(To receive a CIPD membership discount (where applicable) please quote your membership number. Non-members are welcome on events).*

Organisation \_\_\_\_\_

Organisation address \_\_\_\_\_

\_\_\_\_\_

Country \_\_\_\_\_

Postcode \_\_\_\_\_

Work number \_\_\_\_\_

\_\_\_\_\_

Home address \_\_\_\_\_

\_\_\_\_\_

Country \_\_\_\_\_

Postcode \_\_\_\_\_

Home number \_\_\_\_\_

Mobile number \_\_\_\_\_

Please provide your mobile number in case we need to contact you on short notice. We will not use it for marketing purposes.

Email \_\_\_\_\_

\_\_\_\_\_

*Please provide at least one email address as this will be our primary means of communication to confirm the booking, send joining instructions, and provide FREE access to the Virtual Learning Environment (should this form part of your programme).*

## Special requirements

Please tell us about any special needs or dietary requirements that you may have and we will contact you as soon as possible to discuss, if necessary. If we are unable to meet dietary needs, we may offer a small subsistence allowance.

\_\_\_\_\_

\_\_\_\_\_

## Payment details

**Method of payment - choose one of three ways to pay**  
Payment must be received before the start of the course.

A VAT invoice/receipt will be returned to you which you can use as your tax invoice.

1  Cheque enclosed for £ \_\_\_\_\_ (please complete)

(Please make your cheque payable to CIPD Enterprises Ltd)

2  Please invoice my organisation

Recipient name \_\_\_\_\_

Purchase order number (if applicable) \_\_\_\_\_

\_\_\_\_\_

Please consult your finance department if a purchase order number is required it must be included on this booking form.

Invoice address (if different to delegate's address) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NB Should your organisation fail to pay the invoice you will be liable for the outstanding payment.**

3  To pay by credit card please include your contact number below and we will call you to take your payment

Tel \_\_\_\_\_

**NB If your training is being fully or part funded by any third party, you consent to us providing such party with confirmation of your attendance, if requested.**

I CONFIRM THAT THE ABOVE INFORMATION IS CORRECT AND AGREE TO THE APPLICABLE TERMS AND CONDITIONS SET OUT ON OUR WEBSITE (**CLICK HERE TO VIEW THEM**). THESE TERMS AND CONDITIONS OVERRIDE ALL OTHERS.

Print name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Please complete this form and email to: [eventsregistrar@cipd.co.uk](mailto:eventsregistrar@cipd.co.uk)

Alternatively you can print this form and post it to: **Central Administration, CIPD Training, 151 The Broadway, London SW19 1JQ**

# CIPD

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### Data Protection

The CIPD takes your privacy seriously and will keep your personal information private and secure. We'll use your information to provide the products and services you requested from us in accordance with our privacy policy which can be found by visiting [cipd.co.uk/privacy-policy](http://cipd.co.uk/privacy-policy)

Please tick the box below if you're happy to hear from us from time to time by email about the other services we provide, such as our membership offerings, events, courses and content.

Email  You can unsubscribe or change your marketing preferences at any time by visiting our marketing preference centre at [cipd.co.uk/myprofile/communicationpreference](http://cipd.co.uk/myprofile/communicationpreference)

**By submitting this form you confirm that you accept our terms and conditions** which can be found by visiting [cipd.co.uk/terms-conditions](http://cipd.co.uk/terms-conditions)