

COURSE BOOKING FORM

Westminster
Training

Course required

Please tick each course required

How to Influence UK Government and Parliament Effectively

Wednesday 6th July 2016 (Central London)

☐

How to Influence and Develop Policy Effectively

Thursday 7th July 2016 (Central London)

☐

How UK Legislation is Made

Tuesday 12th July 2016 (Central London)

☐

How to Manage and Chair Meetings Effectively

Wednesday 13th July 2016 (Central London)

☐

How to Brief Senior Officers and Politicians Effectively

Thursday 14th July 2016 (Central London)

☐

Delegate Details

Title

Forename

Surname

Job title

Organisation

Postal address

Post code

e-mail address

Telephone number

area code

number

Enabling independent equal access: Please tick the box if you have any special dietary or equipment requirements or require services related to a disability

☐

Payment by invoice

Purchase order number

Name of contact for invoice

Organisation name

Postal address

Post code

e-mail address

Telephone number

area code

number

Payment by debit or credit card

Please debit my

Visa

☐

Switch/maestro

☐

Mastercard

☐

To the value of

£

16-digit number on card

M	M	Y	Y	Start date				M	M	Y	Y	Issue No					

Expiry date

Signature

Date

Please note our terms and conditions on pages 3 and 4

TERMS AND CONDITIONS

Booking procedure

Please complete the Booking Form and email to alm@westminstertraining.org.uk or post to Westminster Training Ltd, Exchange at Somerset House, Strand, London, WC2R 1 LA.

Booking confirmation

A provisional place on the course is reserved upon receipt of your Booking Form. Course fees are payable upon booking. Delegates are confirmed on the course only once payment in full has been received.

Payment

Payment is due on receipt of our invoice and payment can be made by: • Cheque payable to 'Westminster Training Limited' • Bank transfer or BACS to Westminster Training Ltd, Barclays Bank Plc, Victoria Street Branch, Sort code: 20-94-48 Account No: 93524426; For international payments our Swift code is: BARCGB22 and the IBAN is: B10BARC20944893524426. Please quote your account and invoice numbers when making payment by bank transfer.

Fees

All our UK based training courses are subject to VAT at the current rate. Course fees include all relevant course materials and light refreshments. Light lunch is provided on all full day courses unless otherwise stated. Accommodation and travel to and from the course venue are the responsibility of the delegate.

Purchase order

An authorised purchase order may be accepted in lieu of payment at the time of booking at Westminster Training Ltd sole discretion. Acceptance of purchase orders is subject to Westminster Training Ltd.'s terms and conditions as set out here. In particular, no terms and conditions incorporated within your purchase order are treated as a variation of Westminster Training Ltd.'s terms and conditions. Where a Purchase Order is accepted by Westminster Training Ltd, invoices will be sent via post/ email to the name and address provided on the Booking Form. Payment must be received within fourteen days of the invoice date or no later than fourteen working days prior to the start of the course, whichever is the sooner. Payment must be made in pounds Sterling.

Early bird discounts

Early bird discounts are available on some courses. Please contact us for further information. To take the benefit of this offer, booking and full payment must be made eight weeks before the start of the course. The discount cannot be used in conjunction with any other offer and places are subject to availability.

Group discounts

If three or more delegates book on the same course from the same organisation, they qualify for a fifteen percent discount off the combined course fees. To take the benefit of this offer, booking and full payment must be made eight weeks before the start of the course. This discount cannot be used in conjunction with any other offer and places are subject to availability.

Correspondence

Westminster Training Ltd will send all correspondence to the delegate primarily via email to the email address provided on the Booking Form, unless otherwise requested. It may be necessary, for reasons beyond the control of Westminster Training Ltd, to change the content and timing of the programme, the date, the venue or the trainer. In this event, Westminster Training Ltd will endeavour to inform all delegates

Cancelling your place

If you notify Westminster Training Ltd in writing (via letter, email) 29 days or more before the start date of a course, you will receive a refund less a cancellation fee of 50% (plus VAT) of the course fee. If you withdraw for whatever reason 28 days or less, no refund is given. Failure to attend a course is treated as late cancellation and no refund is given.

Substitute delegates

You may transfer a place on a course to a substitute delegate free of charge. Please inform us of any changes a week in advance of the course date so that we can ensure that joining instructions are sent to the correct person and delegate lists and badges are correct on the day the course starts. No more than one substitution is permitted. Failure to attend by a substitute is treated as late cancellation and no refund is given.

Course transfers

There is no charge for transferring your booking to the same course on an alternative date or to an alternative course offered by Westminster Training Ltd provided you notify Westminster Training Ltd in writing (via letter, email) 29 days or more before the start date of the original course and if there is availability. However, a transfer fee of 50% of the course fee (plus VAT) is payable if the notice is received 28 days or less before the start of the original course. No more than one transfer is permitted and transfer to the alternative course must be made within six months following the originally booked course. Failure to attend a transferred course is treated as late cancellation and no refund is given. Should a transferred booking be subsequently cancelled, the cancellation fees outlined above will be applied as from the original start date of the original booking.

Cancellation by Westminster Training Ltd

In extreme circumstances, it may be necessary for Westminster Training Ltd to alter published programmes, trainers or venues without prior notice, but we will endeavour to inform you as soon as possible in any such instance. Westminster Training Ltd cancellations will only take place under extenuating circumstances. In these rare instances, you will be offered a place on the same course on another date. If we cannot offer you an alternative option, we will provide a full refund of the course fees. Westminster Training Ltd shall not accept liability for any consequential loss and shall have no liability to reimburse any other costs that may have been incurred, including transport costs, accommodation etc.

Intellectual property

All intellectual property rights, including copyright, patents, design rights and know-how in or relating to the course or course materials provided, or made available in connection with the course, remain the sole property of Westminster Training Ltd or its licensors and no copies of course materials may be made unless expressly agreed in writing by Westminster Training Ltd.

Force majeure

Westminster Training Ltd shall not be liable to refund of fees or for any other penalty should courses be cancelled due to war, fire, strike lock-out, industrial action, tempest, accident, civil disturbance or any other cause whatsoever beyond their control.

Privacy and data protection

From time to time, we will send latest updates to you on the availability of programmes, courses and events offered by Westminster Training Ltd. We may contact you by direct mail, email and mobile phone by using your personal data registered with us at the time of your booking. As always, we abide by the law to protect your privacy, so please be assured that your personal data will be used for processing marketing materials from Westminster Training Ltd. Westminster Training Ltd does not sell, trade or rent any personal information to others. Should you wish to unsubscribe at any time, please do so by email to

a week before the course is due to take place, although please be aware that this is not always possible.

Special requirements

Westminster Training Ltd will make every effort to accommodate special requirements notified in advance on the Booking Form.

Joining instructions

Joining instructions including an outline Programme Schedule, venue details and map will be issued approximately three weeks prior to the course. If you have not received your joining instructions one week prior to the training course, please call us on 020 7183 5484. Westminster Training Ltd will not be held responsible for non-receipt of joining instructions and refunds will not be issued under such circumstances.

info@westminstertraining.org.uk or by post to Westminster Training Ltd, Exchange at Somerset House, Strand, London, WC2R 1 LA. Westminster Training Ltd may from time to time take photographs during the training course for marketing purposes which may be reproduced in future materials. If you do not wish to be photographed, please make yourself known to the photographer at the time.

Governing law

These Terms and Conditions shall be deemed to be a contract made in England and shall be construed and applied in all respects in accordance with English law and the parties hereto submit and agree to the jurisdiction of the English courts.

Contact us: If you have any questions regarding your booking(s), please call us on 020 7183 5484 or email info@westminstertraining.org.uk

Westminster Training Ltd, The Exchange, Somerset House, Strand, London WC2R 1LA

www.WestminsterTraining.org.uk

Company registration no: 8706895 - VAT No: GB 174186394