

conference training limited workshop booking form

workshop booking

After completion please return to:

Conference Training Limited, Forge House, Lower Road, Forest Row, East Sussex
RH18 5HE UK or fax 01342 825 767 or email enquiries@conferencetraining.co.uk



CTL WORKSHOPS

- conference and event marketing
- creating winning conference programmes
- essentials of conference organising
- exhibitions and sponsorship
- finance and planning

WORKSHOP PRICES

Prices are per person.

ONE DAY WORKSHOP £ 260

CONFERENCE TRAINING LIMITED

Telephone 01342 325 670

enquiries@conferencetraining.co.uk

www.conferencetraining.co.uk

BOOKING DETAILS

Please visit www.conferencetraining.co.uk for workshop dates and venues.

I would like to register the following:

WORKSHOP _____

NUMBER OF PLACES _____

PREFERRED DATE AND VENUE _____

YOUR DETAILS

NAME _____

POSITION _____

COMPANY _____

ADDRESS _____

POSTCODE _____

TELEPHONE _____

FAX _____

EMAIL _____

PAYMENT DETAILS

CHEQUE ENCLOSED for the total amount made payable to: Conference Training Ltd.
Per person rate: ONE DAY WORKSHOP £260 HALF DAY WORKSHOP £160

INVOICE REQUIRED to facilitate payment.
Payment must be received before the Workshop takes place.

BANK TRANSFER
Account number: 80943150 Sort Code: 20-65-18 Barclays Bank Oxford OX1 3HS

WORKSHOP TIMETABLE

ONE DAY WORKSHOP 9.30am to 4.30pm

CANCELLATIONS AND REFUNDS

Full refunds will be given for cancellations received two weeks prior to the workshop date.
We regret that refunds cannot be made after that time but we are happy to accept substitute delegates.