

WORKFORCE DEVELOPMENT AND EVENTS DELEGATES

DEVELOP YOUR CORE SKILLS BOOKING FORM

DELEGATE DETAILS

Course date

Session (please tick as appropriate)

<input type="checkbox"/> Morning session	Please specify (ILFA, Leadership or Safeguarding advice session)	<input type="text"/>
<input type="checkbox"/> Afternoon session	Please specify (ILFA, Leadership or Safeguarding advice session)	<input type="text"/>
<input type="checkbox"/> Twilight session	Please specify (TOTC & Common Core Skills)	<input type="text"/>

MLA region (please tick as appropriate)

<input type="checkbox"/> Yorkshire	<input type="checkbox"/> North West	<input type="checkbox"/> North East	<input type="checkbox"/> East of England	
<input type="checkbox"/> East Midlands	<input type="checkbox"/> West Midlands	<input type="checkbox"/> South West	<input type="checkbox"/> South East	<input type="checkbox"/> London

Salutation (please tick as appropriate) Mr Ms Mrs Miss Other

If 'Other' please specify:

Full name

Job title

Organisation

Daytime telephone

Website address

Email

Postcode

How would you classify your organisation? (please tick)

<input type="checkbox"/> Museums sector	<input type="checkbox"/> Libraries sector	<input type="checkbox"/> Archives sector	<input type="checkbox"/> Freelance/consultancy
<input type="checkbox"/> LEA/education sector	<input type="checkbox"/> Arts organisation	<input type="checkbox"/> Other	

If 'Other' please specify:

Do you have any special access requirements? (please tick) Yes No

If 'Yes' please specify:

Do you have any special dietary requirements? (please tick) Yes No

If 'Yes' please specify:

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BOOKING FORM

TERMS & CONDITIONS

Booking procedures

- A booking form must be completed for each delegate. [We do not accept telephone bookings.](#)
- The number of places available for each event is limited and we do advise you to apply early. Places will be allocated on a first-come-first-served basis. For some events places may have to be limited to one participant per organisation.
- When an event is oversubscribed, we will keep a reserve list so that any places that become free due to cancellation can be reallocated. To check availability of places please email cpd@mla.gov.uk
- On receipt of your completed booking form we will email you confirming your place, the venue details, and any additional information to prepare you for your training session.

Cancellations

- If you need to cancel your place, please notify us via email as soon as possible to allow other potential delegates to take your place.

Other terms and conditions

- All data from this booking form will be held in a database and used for the purpose of administrating, delivering, and promoting training and events within the MLA. Other departments within the MLA and its associated projects and partners may also have access to this data. Under no circumstances shall any information be given to third parties or any outside organisation unless we are obliged to do so by law.
- The MLA and its associated partners may photograph or film events and use any material for promotional purposes solely within the MLA and its associated projects and partnerships. You agree that we may use your image for these purposes. If you do not wish your image to be used please inform the MLA in writing before attending the event and any subsequent material produced will be altered to ensure that your image is not identifiable.
- You agree to the terms and conditions above, by returning the booking form via email.

Return to:

cpd@mla.gov.uk

For further information, please use the contact provided for your specific event.

If you have difficulties emailing the form, please call 0121 345 7350.