

Booking confirmation – Local Economic Assessment training

Please return this form to confirm your booking for the 'How to prepare your Local Economic Assessment' training on (please select one)

- 28 Jan 2010** (10.30am to 4.30pm)
 11 Feb 2010 (10.30am to 4.30pm)

I confirm I would like to book ___ place(s) on the above workshop (venue to be confirmed) at a rate of £ 500 excl. VAT per person.

Name: _____

Organisation: _____

Jobtitle: _____

I confirm a purchase order number: Is not needed Is as follows _____

- Please tick this box if you have any dietary requirements and give us details

- I have read and agree to your terms & conditions. Acknowledged and signed on behalf of [fill in name]

Name: Signed: Date:

Please return this form by email, fax or post:

training@localfutures.com

fax: 020 7440 7370

The Local Futures Group, 43 Eagle Street, 2nd Floor, London WC1R 4AT

Terms & Conditions of Booking

1. All training/events must be paid for before the training/event date, unless otherwise authorised in writing.

2. On-site training: travel expenses to premises outside London will be charged at 45p per mile.

3. In the event of a client cancelling a training/event within 5 working days, the full fee will be charged. Cancellation between 6-10 working days will incur a charge of 50% of fee.

Cancellation of complimentary Local Futures Network events places: every client organisation receives one complimentary place.

However, we have to charge you a £ 50 fee if you cancel less than 5 working days in advance. This is to cover catering and organization costs.

4. In the unlikely event that we have to cancel a training/event at short notice e.g. because of illness, LFG will reschedule as soon as possible to a mutually convenient date. LFG cannot be held responsible for any losses incurred (e.g. travel, accommodation etc.)

5. LFG reserves the right to change the dates of public courses according to demand.

6. Course content will be as described in our course outline unless otherwise agreed in writing. We are happy to create a customised course for clients who want to cover specific topics and will put this in writing on request.

7. Course outlines are based on the concept of a suitable amount of material, for a normal class, learning at a standard pace. Because of natural variations in speed of learning and preferences for pace of delivery, we cannot guarantee the precise content of any training day. We reserve the right to vary pace and content in the interests of the class as a whole, or in the case of private courses, by request of the course booker or the delegates' representative.

8. For on-site training, we recommend and require for the benefit of those attending that:

- A computer system per person is provided (we can recommend a minimum specification upon request);
- The correct version of all software needed is pre-installed;
- Training takes place in a quiet room where students will not be disturbed;
- A flip chart or whiteboard is provided;
- Delegates have similar needs and start with the same level of knowledge;
- Breaks and refreshment facilities are provided.

9. Technical support on specific topics covered during training is included within the course fee. However, we cannot offer a general troubleshooting service on specific projects, because of the idiosyncrasies of design and the open-ended nature of problems arising. We can of course provide further training or paid consultancy on request.