

# Booking Form

**Please book early to avoid disappointment as numbers are strictly limited and will be allocated on a first come first served basis.**

To book, please complete the following details and fax to us on 01562 623692. For further information regarding the event, call Jamie Jacobsen or Mike Dzioba on 01432 363672/363670.

I would like to book \_\_\_ place(s) for the Workforce is Changing event (maximum of two places per organisation) on Friday 21st September 2007.

I/we would like to attend the following practical workshops: (Please choose two workshops to attend each. Please tick corresponding box).

	Delegate 1	Delegate 2
<b>Being the best employer for your people – an overview of support for you and your employees</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Employing migrant workers</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Train to Gain – Adding value to your business through staff development</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Recruiting the Right Staff</b>	<input type="checkbox"/>	<input type="checkbox"/>

In the event that the workshop you wish to attend is oversubscribed, please nominate an alternative

**09.00** – Arrival, registration and opening of exhibition

**09.30** – Welcome and presentations

**11.05** – Workshops

**12.45** – Closing talk

**13.00** – Lunch and exhibition

**Venue** – Worcester Rugby Football Club, Sixways, Worcester.

## Delegate(s) details

### Delegate 1

Mr/Mrs/Ms \_\_\_\_\_

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Job Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

### Delegate 2

Mr/Mrs/Ms \_\_\_\_\_

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Job Title \_\_\_\_\_

Postcode \_\_\_\_\_

Tel No \_\_\_\_\_

Tel No \_\_\_\_\_

e-mail \_\_\_\_\_

e-mail \_\_\_\_\_

May we contact you by e-mail?  Yes  No

Nature of business \_\_\_\_\_

Number of employees in your organisation in the UK \_\_\_\_\_

Do you have any additional requirements (dietary or access)? \_\_\_\_\_

## BOOKING CONDITIONS:

Government funding allows us to offer this course free of charge.

Booking confirmation and joining instructions will be sent on receipt of this booking form.