Course Booking Form

## Please complete, save and email your booking form to info@matter-of-focus.com

## **Course:** Practical approaches to using qualitative data for service improvement **Date(s):** 21 January and 4 February 2020 **Venue:** The Dome Room, New Register House, Edinburgh

### **First name:** Click or tap here to enter text. **Last name:** Click or tap here to enter text. **Job title:** Click or tap here to enter text.

### **Organisation:** Click or tap here to enter text.

### **Organisation address and postcode:** Click or tap here to enter text.

### **Your email:** Click or tap here to enter text.

### **Your telephone number:** Click or tap here to enter text.

### **Email for invoice (if different from above):** Click or tap here to enter text.

### **Please tell us why you want to come on this course:** Click or tap here to enter text.

### **Do you have any dietary, access or other special requirements?**

Click or tap here to enter text.

### **Booking terms and conditions:**

### To secure early bird rates, booking forms must be received by 20 December 2019

### Participants are expected to attend both days of the course.

* Cancellation policy: If you cancel your booking up to 10 working days before the course starts you will not be charged. If you need to cancel your booking after that date you will be charged but we will offer you a space when the course next runs. If you not turn up for the course, you will be charged in full.
* Unfortunately, we are unable to offer a refund if you attend day 1 but are unable to make day 2 of the course, we will however endeavour to secure you a place to complete the course the next time it runs.
* Matter of Focus reserves the right to alter the venue for this event. We will inform you of any changes prior to the event.
* Maximum number of places: 15
* If Matter of Focus must cancel both or one of the course dates, participants will be offered an alternative date or refund (full refund for both dates, 50% for one of the dates)
* We will hold the information you supply on this form for the purpose of processing your booking and communicating with you regarding the above course, after which we will no longer store your information unless you choose to opt in to the Matter of Focus mailing list by consenting below.

### **I have read and agree to the booking terms and conditions**

### **I would like to sign up to the Matter of Focus mailing list for round-ups of useful insights and news of training and events: Yes No**