



**Booking Form** Learning Outside the Classroom Heritage Sector Partnership  
**HERITAGE LEARNING: TELEPHONE ADVICE & GUIDANCE  
SESSIONS**  
January 2010

*The latest date for receipt of applications is 17.00 on Friday 28 November 2009.*

**DELEGATE DETAILS**

Name:  Title:

Organisation:

Address:   
Postcode:

Tel:  Email:

Query for discussion:  
*Please briefly describe your topic for discussion, giving any useful background information*

Please note: Advisers cannot give advice on legal matters (i.e. child protection, employment law etc.)

Preferred session time:

<b>Tue 5 Jan</b>	<input type="checkbox"/> AM			<b>Mon 11 Jan</b>	<input type="checkbox"/> AM	<input type="checkbox"/> PM	<input type="checkbox"/> Anytime
<b>Wed 6 Jan</b>	<input type="checkbox"/> AM	<input type="checkbox"/> PM	<input type="checkbox"/> Anytime	<b>Tue 12 Jan</b>	<input type="checkbox"/> AM	<input type="checkbox"/> PM	<input type="checkbox"/> Anytime
<b>Thu 7 Jan</b>	<input type="checkbox"/> AM	<input type="checkbox"/> PM	<input type="checkbox"/> Anytime	<b>Wed 13 Jan</b>	<input type="checkbox"/> AM	<input type="checkbox"/> PM	<input type="checkbox"/> Anytime
<b>Fri 8 Jan</b>	<input type="checkbox"/> AM	<input type="checkbox"/> PM	<input type="checkbox"/> Anytime	<b>Thu 14 Jan</b>	<input type="checkbox"/> AM		

- Please note: AM sessions will start between 09.15 and 13.00 and PM sessions will start between 13.30 and 17.15.
- Please indicate your first choice with an **A** and your second choice with a **B**.
- There are a limited number of early morning (08.00) and evening (20.00) sessions available. Please contact the GEM office if you are interested in booking one of these sessions.

Please complete this booking form (photocopies are acceptable) and return it to:

GEM (Ref TAG10 – in confidence), 131 Trafalgar Street, Gillingham, Kent, ME7 4RP.  
Tel/Fax: 01634 853424. Email: [office@gem.org.uk](mailto:office@gem.org.uk)

Your application will be acknowledged by email. If you are successful in gaining a session slot, you will be sent a confirmation email which will include the name and a brief biography of the adviser running your session. Information provided on this form will be treated as confidential and will only be shared with the HSP Coordinator and the adviser booked to run the session. The content of session discussions with advisers will be confidential.