



Policy for Bookings and Attendance at LIHNN/HCLU Meetings and Training Events



Please note that this policy covers:

- LIHNN/HCLU Briefings and the Christmas Study Day,
- Library Managers meetings,
- All other LIHNN/HCLU training events

BOOKINGS:

You must make a booking to attend these meetings / events using the form provided by clicking on the event name on the Events Calendar on the website at: http://www.lihnn.nhs.uk/events_calendar/

ATTENDANCE WITHOUT BOOKING:

If you attend a meeting / event and have not booked via the website, you will be asked to wait until all the delegates have arrived. We will then determine if there is a space available for you.

CANCELLING BOOKINGS:

If you are unable to attend, please give at least 24 hours notice by email or telephone to one of the HCLU team.

If you are taken ill on the day of the meeting /event then please ask someone on your staff to contact a member of the HCLU team by telephone.

NON-ATTENDANCE WITHOUT NOTIFICATION:

If you book for a meeting / event, do not attend and do not let a member of the HCLU team know in advance, your library service will be charged £50.00.

HCLU CONTACT DETAILS:

Name	Work No.	E-mail	Mobile No.
Andrea Guest	01942 482 580	andreaguest@nhs.net N.B. Mon. to Thurs. 9:30 am to 2:30 pm only	
Shân Annis	0192 482 584	Shan.annis@nhs.net	0787 906 7450
Linda Ferguson	01942 482 583	Linda.ferguson@nhs.net	0797 971 1908
David Stewart	01942 482 582	David.stewart@nhs.net	0774 702 1368

This policy will be reviewed annually by HCLU and the
LIHNN Co-ordinating Committee.