

WORKFORCE DEVELOPMENT AND EVENTS DELEGATES

BOOKING FORM

DELEGATE DETAILS

Course name

Course date

MLA region (please tick as appropriate)

☐ Yorkshire ☐ North West ☐ North East

☐ East of England ☐ East Midlands ☐ West Midlands

☐ South West ☐ South East ☐ London

Full name

Job title

Organisation

Daytime telephone

Fax

Email

Gender ☐ Male ☐ Female

How would you classify your organisation? (please tick)

☐ Museums sector ☐ Libraries sector ☐ Archives sector ☐ Freelance/Consultancy

☐ LEA/Education sector ☐ Arts Organisation ☐ Other

If 'Other' please specify:

Do you have any special access requirements? (please tick)

☐ Yes ☐ No

If 'Yes' please specify:

Do you have any special dietary requirements? (please tick)

☐ Yes ☐ No

If 'Yes' please specify:

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TERMS & CONDITIONS

Booking procedures

- A booking form must be completed for each delegate. [We do not accept telephone bookings.](#)
- The number of places available for each event is limited and we do advise you to apply early. Places will be allocated on a first-come-first-served basis. For some events places may have to be limited to one participant per organisation.
- When an event is oversubscribed, we will keep a reserve list so that any places that become free due to cancellation can be reallocated. To check availability of places please email cpd@mla.gov.uk
- On receipt of your completed booking form we will email you confirming your place, the venue details, and any additional information to prepare you for your training session.

Cancellations

- If you need to cancel your place, please notify us via email as soon as possible to allow other potential delegates to take your place.

Other terms and conditions

- All data from this booking form will be held in a database and used for the purpose of administering, delivering, and promoting training and events within the MLA. Other departments within the MLA and its associated projects and partners may also have access to this data. Under no circumstances shall any information be given to third parties or any outside organisation unless we are obliged to do so by law.
- The MLA and its associated partners may photograph or film events and use any material for promotional purposes solely within the MLA and its associated projects and partnerships. You agree that we may use your image for these purposes. If you do not wish your image to be used please inform the MLA in writing before attending the event and any subsequent material produced will be altered to ensure that your image is not identifiable.
- You agree to the terms and conditions above, by returning the booking form via email.

Return to:

cpd@mla.gov.uk

For further information, please use the contact provided for your specific event.

If you have difficulties emailing the form, please call 0121 345 7350.