

Events, conferences, training courses

Terms and conditions of booking

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Registered Charity number 1138552
Company number 7364452

How to book

Please complete one booking form for each person attending (taking photocopies if necessary). Places are allocated on a “first come first served” basis.

Closing dates

Closing dates are 2 weeks before the course/event date, but these are generally flexible so please do still enquire if the date has passed.

Confirmation

You will receive confirmation of your place by email (please ensure we have an appropriate email address for you), approximately one week prior to the course/event.

Cancellations and non-attendance

Please contact the Forum if you are unable to attend a course/event you have booked. Regrettably refunds cannot be made within 10 days of the course/event.

If you do not attend a course/event you will be charged a non-attendance fee. This will be the full amount for chargeable courses/events, or a flat fee of £20 for free courses/events, to cover administration costs.

Venues

Where possible we try to book venues which are generally well-known and accessible. A map will be emailed with your confirmation. Please state any specific requirements on the booking form. If you have difficulty reaching the venue, please contact us and we will do our best to facilitate car sharing, or explore alternative arrangements as far as is reasonably practicable.

Requirements

Please complete the sections overleaf to inform us of any requirements (access, dietary, or other) that you may have. We will endeavour to meet these as far as is reasonably practicable.

Refreshments

Refreshments (tea/coffee/water/biscuits) are provided on all courses/events.

Lunches

The promotional information will inform you if lunch is provided. Some sessions will require you to bring your own lunch. Where lunch is provided this is usually a sandwich buffet, on those occurrences please state overleaf any dietary requirements that you have.