IITT National Conference & Exhibition: Training 2009

Thursday 24th September 2009

Delegate Name: Job Title: Membership No:

Correspondence Address:	Invoice Address
Company Name: Address: Post Code: Tel: Email:	Contact Name: Company Name: Address: Post Code: Tel: Fax:

Please be aware sessions are subject to change

Track A – Setting Your Direction

- ❑ Establishing the Value of Learning & Development in your Organisation.
- ❑ Making your Training Department Excellent.
- ❑ Becoming an Effective L&D Manager
- ❑ Building your career in a Recession – with no budget.

Track B –Technology & Delivery

- ❑ Making Social Media Work for You.
- ❑ Turning Classroom Trainers into Multi-Media Stars.
- ❑ Developing an e-Learning Strategy That's Right for You.
- ❑ A Truly Integrated Training Approach.

❑ **Networking Dinner:** 23rd September **(This is not included in the conference or accommodation fee)**

Registration Fee **(please tick to indicate registration fee). Prices exclude VAT**

IITT Members

- ❑ *EB Conference: £295.
- ❑ Conference: £345.
- ❑ Networking Dinner: £55.

❑

Non IITT Members

- ❑ *EB Conference: £395.
- ❑ Conference: £445.

*EB = Early Bird discount. To comply bookings must be made before 30th June 2009.

Accommodation to be booked direct with Hotel Reservations quoting booking reference: **#294700**

Payment: I enclose a cheque for £…….. made payable to **The Institute of IT Training**

Please invoice my company using Purchase Order No:…… (please submit with booking form)

Please charge my Mastercard/Visa | | | | | | | | | | | | | | | | Exp Date | | | / | | Last 3 digits (reverse) | | | |

Authorising Name: Signature: Date:

Terms and Conditions

Bookings:

- All place bookings are provisional until a booking form is received either by post or fax and payment is made in full.
- Written acknowledgement, by The IITT, of an official booking form (received by post or fax) confirms the relevant delegate conference place(s) and the terms and conditions, described below. The conditions are then binding, from the date shown on the acknowledgement.
- Accommodation bookings through the Hotel are on a strictly first-come-first-served basis.
- **Fees:**
- The fees are shown in the conference brochure and on the website and are exclusive of VAT.
- IITT Membership number must be quoted or verification of application supplied if you are claiming a membership discount.
- Payment must be made *in full* 30 days prior to the conference start date.
- The fee includes refreshments, lunch and full documentation.

Cancellations/Transfers:

- You are welcome to substitute an alternative participant free of charge at any time.
- All cancellations and substitutes will be recognised only when received and acknowledged in writing.
- Cancellations received in writing up to one month before the event (i.e. 23rd August 2009) will receive a 50% refund.
- Cancellations received less than one month prior or in the case of non-attendance delegate is liable for the full fee.

Change of terms:

It may be necessary for reasons beyond our control to alter the venue or timetable of a conference. Fees will be refunded should the Institute cancel any event. We accept no liability for any other cost.

Please return completed form to: Institute of IT Training, Westwood House, Westwood Business Park, Coventry CV4 8HS **Tel: 0845 006 8858. Fax: 0845 006 8871**