

To Register
Please complete a separate form for each participant registering.
Photocopy the form if necessary. Thank you.

SEMINAR BOOKING FORM

I wish to book a place on the seminar	Code
	Title
First Name	
Surname	
Position	
Company	
Company Address	
Post Code	
Telephone No.	
Fax No.	
Contact E-Mail	

To Book Please Reply By

Post: The Training & Development Manager
 Juridical
 Riverside House
 Riverside Drive
 Aberdeen, UK
 AB11 7LH

Telephone +44 (0) 1224 224343

Fax +44 (0) 1224 323962

E-mail knowledge@juridical.co.uk

Cost

The cost of each seminar is priced separately.
 A discount of 10% is available if paid 10 working days in advance of the event.

Fees are per delegate and include supporting documentation, lunch (if appropriate) and refreshments during the seminar. Full information will be given prior to the event.

Please find enclosed a cheque.

Please invoice me / my organisation on PO Number

Signature..... **Date** / /07

Data Protection Act 1998

Please insert a tick in the box if you **do not** wish to receive any further information from Juridical with respect to forthcoming training events or the services which we offer.

Thank you for your custom.

Terms and Conditions of Booking

Venue:

The Seminar shall be held on the date and venue stated or at an alternative suitable venue of which you will be advised.

Fees:

The fee for the Seminar is as stated per candidate plus VAT. The fee includes attendance, course documentation and lunch if appropriate. Please send a cheque or purchase order for the appropriate amount with the registration form (see aside). **Your cheque should be crossed and made payable to Juridical Ltd and forwarded FAO: The Training Manager, Juridical Ltd, Riverside House, Riverside Drive, Aberdeen, AB11 7LH.** Provisional bookings may be made by telephone (T: 01224 224343) but must be confirmed in writing to the above noted address, by e-mail to knowledge@juridical.co.uk or by fax to 01224 323962.

Confirmation of your Booking:

All bookings will be confirmed in writing and Seminar Instructions will be sent out to delegates prior to the event, intimating any final details and a venue location map. Please e-mail knowledge@juridical.co.uk if you have any problems. Booking this Seminar implies acceptance of the Cancellation terms set out below.

Cancellation Terms:

Should you wish to cancel your registration for this Seminar, a refund of fees will be made for cancellations received in writing (includes e-mail) at least 10 working days before the Seminar. In this event, a 25% administration fee will be deducted from any refund to cover administration costs. No refund will be made for cancellations received within 10 days prior to the event. Failure to attend the event after confirmation of your booking has been received will be subject to the same terms. Juridical regret that the transfer of a booking to another event cannot be made, but a substitute delegate will be accepted at any time before the event. Juridical reserves the right to cancel the Seminar, and in this event will, wherever possible, give delegates at least five working days notice. Should Juridical cancel the Seminar, all registration fees will be refunded to delegates together with notification of cancellation.

Special Needs:

If you have any special needs or dietary requirements please contact knowledge@juridical.co.uk with details. We will endeavour to assist you wherever possible.

Certificate of Attendance:

As a record of your training and development, a Certificate of Attendance is available to all candidates upon request

Data Protection Act 1998 (DPA 1998):

Juridical strictly adhere to the provisions set out within the DPA 1998 with respect to the secure handling of personal data and the rights of data subjects under Part II of the Act. The information which you have provided to us upon the Seminar Registration Form will be held by Juridical in accordance with the DPA 1998, and added to our marketing database. Your information will only be used by Juridical to fulfil any requests from you for further information with respect to forthcoming training events and other services which we offer. If you do not wish to receive any further information from Juridical with respect to forthcoming training events or the other services which we offer, please tick the appropriate box on the Seminar Registration Form.

In-House Training – Juridical can present cost effective in-house training for your organisation both on the topics to be covered within this Seminar, as well as a wide range of other topics. Training will be tailored to meet your organisational requirement. For more details please contact Ken Cumming (T: 01224 224343 Mobile: 07801-539046 E: ken.cumming@juridical.co.uk).