

Booking Form

Name of Delegate

Name of Organisation

Address

Telephone

Email

Course ref

Course Title

Course Date

Location

Signature

Date

Terms and Conditions

1. Confirmation of booking and invoice (or receipt if you have paid in advance) will be sent by post or email within 7 days of receipt. Invoices to be met in full within 30 days of their date. Briefing documentation is distributed at the event. If you book within 10 days of the event you are strongly advised to telephone us to confirm your place/s.
2. The Information Law Practice (ILP) reserves the right to vary or cancel where the occasion necessitates (including the course fee) and accepts no liability, for whatever reason, if the event does not take place.
3. Full invoice is payable unless your written notice of cancellation is confirmed as being received by us at least 14 working days before the event, in which case the fees will be credited less an administration charge of £25 (+ VAT).
4. Substitute delegates are welcome at any time without additional charge.
5. This booking form constitutes a legally binding contract. The delegate and employer are jointly and severally liable for payment of the course fees and VAT. To the extent permitted by

law, neither ILP nor its presenters will be liable by reason of breach of contract, negligence or otherwise for any loss or consequential loss occasioned to any person acting, omitting to act or refraining from acting in reliance upon the conference material or presentation, except to the extent that any such loss does not exceed the price of the conference, arising from or connected with any error or omission in the conference material or presentation of the conference. Consequential loss is deemed to include, but is not limited to, any loss or profits or anticipated profits, damage to reputation or goodwill, loss of business or anticipated business, damages, costs, expenses incurred or payable to any third party or any other indirect or consequential losses.

Data Protection

Your details will be used by us to administer your booking and to keep you informed about our future training events. Don't worry we will not inundate you with correspondence. If you prefer not to receive this please let us know by any method you choose. We will never share your details with others for marketing. Occasionally, it is necessary to share your details with our partners who are helping us deliver our training and services e.g. external typists. Beyond this your details will not be shared with other organisations unless you consent or where we are compelled or obligated to do so by law. The Data Controller of the personal data you give us is Paula Williamson, trading as The Information Law Practice.