

Booking Form EFFECTIVE MIDDLE LEADERSHIP

DAY 1 : Friday 24th January 09.00 - 15.30

DAY 2 : Friday 27th March 09.00 - 15.30

AT: Dorchester Library, South Walks House, Charles Street, Dorchester DT1 1EE

Fees: £60 per delegate for the two days includes refreshments. TADSS subscribers less 10%.

How to book: Please fill in booking form and return to:

TADSS, Westfield Arts College, Littlemoor Road, Weymouth, DT3 6AA

Telephone 01305 833518 Fax 01305 835414

or email this form to : bookings.tadss@westfield.dorset.sch.uk

Please use one booking form per delegate

First Name		Surname	
Job Title			
Organisation			
Address			
Day Tel Number		Home Tel Number For emergency purposes only	
Email address			
Special requirements			

☐ Cheque enclosed

☐ Please quote purchase order no.:

☐ Please send invoice to:
Name:
Address:

Payment terms:

All payments must be received prior to event.

Cheques should be made payable to: **Westfield Arts College**

BACS - Sort code 20-26-62, Account number 30097993

Invoiced payments must be made with immediate payment terms.

Cancellation:

Cancellations made in writing to TADSS within 21 days of the conference/workshop will be refunded, less an administration fee of £15.00. Unfortunately cancellations after this date will not be refunded. However organizations may change the name of the delegate at any time. If you do not cancel and do not attend, no refund will be made. If for reasons beyond our control all or part of the workshop is cancelled then workshop fees will be refunded after deduction of expenses already incurred.

