



CIWM



environmental
services
association

Booking Form CIWM Training

See overleaf for
terms and conditions

Training course:

Course date:

Delegate details

Title:

Forename:

Surname:

Job title:

Tel:

Email:

Member: CIWM

ESA

Membership number:

Special needs/dietary requirements:

Email address of person booking:
(for copies of correspondence)

Company details

Company name:

Address:

Accounts contact name:

VAT no:

Accounts department
address:

Accounts tel:

Email:

Payment options (for terms and conditions see overleaf)

All bookings MUST be paid in full at least 14 days prior to the course date

[Pay online click here](#)

I enclose a cheque for £

(incl. VAT) made payable to CIWM

Please invoice, quoting purchase order number

An electronic or hard-copy of this purchase order MUST accompany this form

How did you hear
about this course?

Company authorised signatory to sign this form to confirm booking (unsigned forms will be returned)

By signing this form you acknowledge that you are authorised to accept CIWM booking terms and agree that these terms including payment terms take legal precedence over any conflicting terms in your organisations purchasing conditions).

Signature:

Date:

Print name:

Position:

Please return the completed booking form to CIWM, Quadra, 500 Pavilion Drive,
Northampton Business Park, Northampton, NN4 7YJ or **email:** training@ciwm.co.uk

Payment options (all bookings must be paid in full at least 14 days prior to the course date)

- **Bookings received less than 14 days prior to the event MUST be paid by credit card or bank transfer received as cleared funds three days prior.**
- If your company/organisation does not already have a credit account with CIWM, in order to confirm your booking you will be asked to pay at the time of booking by credit card or bank transfer as an alternative to completing a new customer form with trade and bank references being taken up.
- If paying by credit card please [click here](#).
- For payments by bank transfer, please contact the sales team prior to booking.

Terms and conditions

Cancellation/transfer of any confirmed bookings are subject to the following cancellation policy:

- Details of all cancellations or amendments requested, including substitute delegates, must be notified in writing to CIWM to training@ciwm.co.uk; or events@ciwm.co.uk. Notification is only valid if received prior to the event/course commencing.
- If notice of cancellation is received 28 days or more prior to the event/course a 50% cancellation fee will apply; if notice is received less than 28 days prior to the event/course a 100% cancellation fee will apply. Substitute delegates will be accepted but, as stated above, must be notified in writing.
- Any amendments, other than substitution, will incur additional fees.
- CIWM reserves the right to change the date, venue, content, speakers and/or timing of an event/course.
- CIWM also reserves the right to cancel events/courses. Seven days notice will be given of such cancellation and CIWM will make a full refund of fees paid but disclaims any further liability. You are advised not to make confirmed travel/accommodation arrangements more than seven days prior to an event/course commencing, or until joining instructions have been received.

Data protection

The information obtained in this form will be added our database and used to process your application/booking, as well as to contact you with information about news, products, services and offers relating to training and events that may be of interest to you.

You can update your personal information, change your preferences or unsubscribe from marketing communications at any time by logging into your online account or clicking on the link at the bottom of any emails you receive from us. Alternatively, you can email us at events@ciwm.co.uk.

CIWM Group will not sell your data to third party organisations; however, where strictly necessary, we may share your data with organisations working on our behalf if an event is organised in partnership and/or if your employer/sponsor makes a payment on your behalf.

Please tick here if you do not wish to receive communications from CIWM Group about conferences, events, products, services and training (some of which may be relevant to your CPD requirements).

For more information about how CIWM Group uses personal information and your rights under Data Protection Laws, please refer to our Privacy Policy or email us at compliance@ciwm.co.uk.

→ Please return the completed booking form to the organiser:

CIWM, Quadra, 500 Pavilion Drive, Northampton Business Park, Northampton, NN4 7YJ
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Registered No: 2731563 | VAT No: 581 455037