



Booking Form

(Please tick)

**[ ]  Leading Your Technical Team**

**Date:** 8th & 9th February 2018

**Times:** Start 09.30 close at 16.00 Day Two

**Venue:** Halifax Hall, Sheffield (<http://www.halifaxhall.co.uk/>)

**[ ]  Building on Your Leadership Skills**

**Date:** 22nd & 23rd Match 2018

**Times:** Start 09.30 close at 16.00 Day Two

**Venue:** Halifax Hall, Sheffield (<http://www.halifaxhall.co.uk/>)

 **Price:** (please tick)

[ ]  **£500 IST Members -** Residential fees are inclusive of all meals and one night’s en suite accommodation

[ ]  **£570 (Non IST members)** Residential fees are inclusive of all meals and one night’s en suite accommodation

**Extra night accommodation**

[ ]  **£89** I would like accommodation (B/B) on the evening before the event **Technical Team Set**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| *Title:* | Prof  | Dr | Mr | Mrs | Ms | Miss | Other |
| Surname: | Forename(s): |
| Position Held: | Department: |
| I am a Fellow/Member of the IST/membership pending\* If already a Fellow/Member\* my membership number is:*(\*delete as appropriate)* |  |
| Institution: |
| Address for correspondence: | Invoice address (if different): |
|  |  |
| Tel: | Fax: |
| Mobile: |
| Email: |
| Special Dietary Requirements:  |
| Vegetarian | Vegan | Halal | Kosher | No Seafood | No Dairy |
| Food allergies please state: | Other requirements: |
|  |  |

NB: completion of this form does not guarantee that the course will be run, for many courses we need a minimum number of 10 candidates in order to run the course.  Please DO NOT make any travel or accommodation arrangements until you receive confirmation that the course will run.

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| --- |
| **How To Pay** Please invoice my organisation for £ ------------, our official order no. is: -----------If your institution runs a purchase order system, please send a purchase order/purchase order reference if you are booking a place ona programme Cheques to be made payable to "Institute of Science &Technology Kingfisher House, 90 Rockingham Street, Sheffield, SE1 4EB |
| For enquiries please email office@istonline.org.u |
| **BACS DETAILS** (please email remittance advice to office@istonline.org.uk |

 Santander Commercial Bank

 Sort Code: 09-01-50 Account Number: 06825257

 Account Name: Institute of Science & Technology

**We accept credit card payments** please see online at <https://istonline.org.uk/online-payments/>

Cancellations:

Cancellations made between 4 & 8 weeks before the event – half the fee will be returned to the institution.

Cancellations made within 4 weeks of the first day of the course – the full fee will be retained by the Institute of Science and Technology

Please contact **office@istonline.org.uk** to cancel your place on the programme

If you wish to run any of the above events in your Institution (10 minimum delegates) please don’t hesitate to contact me to discuss.



**To book a place on either of these programmes please contact:**

**Wendy Mason, LYTT & BYLS Programme Administrator**

**T: 0114 276 3197 e: office@istonline.org.uk w: istonline.org.uk**