



1. GROUP/COMPANY DETAILS

Group/Company Name:

Contact Person:..... Date:

Phone: Fax:

Email:

Address:

2. EVENT DETAILS (e.g. seminar/training)

Please note: You are requested to send a list of attendees once the event has been completed.

Event date:

Event Times and Durations:
(Show break times separately)

Event name:

Event location:

Event organiser (if different to above):

Organiser contact details (if different to above):

Have you previously run this event before? If so, when and where?:
.....

How many people are you expecting to attend the event?

- Please attach program with details**
- Times and Durations (show break times separately)
- Topics covered (heading plus detailed explanation)

PLEASE COMPLETE THE FOLLOWING PAGE

