# RNIB Bookshare Training Day Booking Form

Please complete **all fields** by entering your information after the colon.

## Training Day Details

Date:

Location:

## Booking Details

Number of places to be booked:

Mr/Mrs/Miss/Ms/Dr:

Full name:

Email Address:

Contact phone no:

Organisation:

Do you have an RNIB Bookshare Account (Yes / No):

Name of account:

## Payer Details

Name of payer:

e.g. the person in your finance department

Address of payer:

Email Address of payer / finance department:

Contact phone number of payer:

**Please continue to next page**

## Payment Type

Please indicate how you or your organisation will be making payment by typing **Yes** next to your preferred option below.

Debit / Credit Card:

Purchase Order:

Please note we are unable to take payments online at this time. We can arrange for our accounts team to contact you to request payment over the phone. Once payment has been made, we will confirm your booking by email.

Please enter any additional payment handling Information below:

## Attendees

Please list below the names and email addresses of any attendees who will be attending this training day:

**Please continue to next page**

## Specific requirements

If you have a disability, please indicate here any specific needs or requirements you have:

**Please continue to next page**

## Booking Form Submission

Please ensure this form is fully completed and all details are correct. Please attach this booking form to a new email and send to: bookshare@rnib.org.uk

## What Happens Next

1. You will receive an email confirming your booking form has been received by us.

2. Once we have met our minimum number of bookings to run the session, we will send another email to confirm this. Our payments team will then contact the payer to arrange taking payment. Please read [our terms and conditions here](#_Terms_and_Conditions)

3. You will receive a final email containing the agenda for the day and directions to the venue.

If you have a query, please call us on 0300 303 8313 or email us.

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RNIB Bookshare Team

Jennie Short, Caroline Walker, Sarah Bennett, Ian Green, Elliot Wilson

t: 0300 303 8313 (Freephone)

e: bookshare@rnib.org.uk

w: <http://www.rnibbookshare.org>

a: RNIB Bookshare, c/o RNIB, PO Box 173, Peterborough, PE2 6WS

Twitter: @RNIBBookshare

LinkedIn: [www.linkedin.com/company/load2learn](http://www.linkedin.com/company/load2learn)

RNIB" means RNIB Charity, a charity registered under number 1156629

and SCO44876 in Scotland. It is a company incorporated in England and

Wales, company number 8971500 with its registered offices at 105 Judd

Street, London WC1H 9NE. Our VAT number is GB 524 4558 45;

**Please continue to next page**

## Terms and Conditions

As a charity we have a responsibility to be able to cover our travel costs which means ensuring we have met our minimum number of bookings before confirming the training session will go ahead.

We ask that you don’t make travel and accommodation plans before you have received an email by us confirming the training day is going to take place. If you need to withdraw your booking request with us, please contact us at Bookshare@rnib.org.uk

All Travel and Accommodation is the responsibility of you and is not included in the price of the course.

Any expenses that have been incurred, for example, room hire or purchase of train tickets is the responsibility of you.

We reserve the right to cancel or reschedule our training and in these situations every effort will be made to accommodate delegates on an alternative course or refund the booking payment in full (if payment has been made beforehand).

If you are late for a training session then you will be able to use the remainder of any allotted and agreed time but we will not be able to refund or make up for any lost time caused by your late arrival or non-attendance.

By completing and submitting this booking form to us, you agree to the terms and conditions outlined above.