

Fire, Health and Safety Workshops

Definition

Clarify Fire are offering "Meet the Experts" Workshops in the Hampshire and Dorset areas. These will be 3 hour morning sessions offering the opportunity to discuss with an expert any or all of the following:

- ▲ **Regulatory Reform Order**
"What does it mean to me and my business?"
- ▲ **BTEC Advanced Award in Fire Risk Management**
"How does that benefit me?"
- ▲ **Emergency Responder and First Aid**
"What do I need to be compliant?"
- ▲ **Manual Handling and other Health and Safety**
"What is available to help me and my staff?"
- ▲ **IT Disaster Planning**
"How quickly can my business be back up and running after a disaster?"

Attendance at these workshops are limited to 30 delegates and cost £49 + VAT per person, which includes tea and coffee. Places are confirmed once payment has been received.

Dates, times and venues

Monday 19th February 0930 – 1230 @ Tower Park, Poole

Monday 26th February 0930 – 1230 @ New Place, Southampton

To reserve your place, please complete the attached form and post back to
Clarify IT Ltd,
C/O 36 Orchards Way,
West End,
Southampton,
Hampshire SO30 3FB.

Alternatively, please go on-line to www.clarifyfire.co.uk/clarifyfire/workshop_booking.asp.
If you have any problems, please contact Clarify IT Ltd on **0845 331 2939**

enc. Workshop Booking form
Clarify IT Ltd Terms and Conditions

Workshop Booking Form

Attendee Details

Attendee's name:	<input type="text"/>	Attendee's telephone number:	<input type="text"/>
Attendee's job title:	<input type="text"/>	Attendee's e-mail address:	<input type="text"/>
Attendee's company name:	<input type="text"/>	Attendee's postal address for invoice and joining instructions:	<input type="text"/>

Additional Attendees

If you require additional attendee's, please detail their names and job titles here:

Workshop Details

Which event are you interested in?

Monday 19th February 2007, Poole

Monday 26th February 2007, Southampton

Which topics are you interested in?

Regulatory Reform

BTEC Advanced Award

Emergency Responder and First Aid

Manual Handling

IT Disaster Recovery

Company Information

How many sites do you have?

How many employees do you have?

Type of business:

You

What do you hope to gain from this workshop?

Clarify IT Ltd Terms and Conditions

For Fire, Health and Safety Workshops

Reservations and bookings

1. Places on courses are reserved upon receipt of a completed Workshop Booking Form.
2. Invoices are raised and sent upon receipt of a completed Workshop Booking. These are due for payment immediately.
3. Reservations will be honoured for 7 days following issue of invoice. If payment is not received, the spaces will be released.
4. Places are confirmed upon receipt of payment of the invoice and joining instructions will be sent to the delegate, this confirms the booking.
5. VAT will be charged at 17.5%.

Cancellations

1. Cancellations will face the following charges:
 - a. Within 7 days of the event, 100% of payment will be retained
 - b. Within 14 days of the event, 75% of payment will be retained
 - c. Within 21 days of the event, 25% of payment will be retained
 - d. Within 28 days of the event, a full refund is available or candidates are able to re-book onto an alternative workshop
2. Cancellations must be made in writing to Clarify IT Limited.
3. Companies are able to substitute delegates up to 2 days before the event, but must notify Clarify IT Limited of the change and ensure that their position and objectives of the day are communicated.
4. In the event of the date having to be cancelled for reasons beyond our control, 100% of all payments made will be refunded, or delegates can re-book onto another workshop.