

IoIC professional development

Terms & conditions

How to Book

Download a booking form from the bottom of any course page on this site (also on the last page of this document). Complete and return the booking form either by fax to 01908 313661, or email to sue@ioic.org.uk - your booking will be acknowledged by email.

Sterling cheques should be made payable to 'IoIC'. You can also pay by credit card – call 01908 313755 to give details of your card. (see below 'Credit Cards')

You can ask to be invoiced, but you must give us a purchase order number when you book if your company operates this system.

Whichever booking method is used, payment must be made in full within 30 days after the course date.

Course numbers

There are maximum - as well as minimum - numbers on each course. If a course is under-subscribed, it may be cancelled or postponed. In that case, we shall notify you at least 7 days before the course date and arrange for you to attend on another date. Additional dates will be arranged if the courses are oversubscribed. We cannot accept responsibility for any losses arising from cancellations or changes, beyond the course fees.

VAT

VAT will be applied at the rate in force at the time of booking.

Refunds

Refunds can be made for cancellations up to one month prior to each course, but IoIC reserves the right to deduct 10 per cent for administration costs.

Important note: no refunds will be given for cancellations made within one month of the course. If a delegate decides to postpone their attendance to a later date at short notice (within 15 days of the course), there will be an additional administration charge of £60 to cover costs already incurred.

Change of delegate

If the named delegate cannot attend, the booking can be transferred to another person at no additional cost. Please let us know their name - before the course - by calling 01908 313755.

Credit cards

Credit card (Visa or Mastercard) and Maestro debit card payments can be taken by phone, or you can complete the section on the booking form.

We need the card number, expiry date and the name of the cardholder when you book. Please note that for Maestro we also need the start date and issue number.

Location

Unless otherwise stated, most courses will be held in central London. However, if there is sufficient demand, courses may be arranged in other parts of the country.

Accommodation

Overnight accommodation is not included in the listed course price, but we may be able to suggest local hotels.

Why choose IoIC training?

The Institute's wide range of skills and personal development training programmes, seminars and workshops grows with you - whether you're starting out and need help producing a newsletter, or you have risen through the ranks and need to keep abreast of

the latest thinking across the corporate communication spectrum.

Our tutors are practising, professional communicators - many freelance and running their own respected consultancies.

The IoIC web site (www.ioic.org.uk) carries a list of courses under 'Training'. Just click on the course title to view the content.

If you want to know more about the courses we run - or to help decide if one is right for you - call us on 01908 313755. We can also ask the course tutor to call you back to talk it through.

We may be able to meet requests for courses outside London. Regional training can be organised where there is enough interest.

In-house training

If there are five or more people in your organisation interested in a particular course, we can also run one at your workplace or develop a bespoke course tailored to your needs. Call us to discuss the benefits of these services. Prices are by individual arrangement.

Value for money

The biggest savings are through membership of IoIC. If you download a Membership Application form from our website www.ioic.org.uk and send it with your course booking form, you can start to take advantage of the training discounts for members immediately.

Information

The courses are practical and hands-on, with opportunities to test your skills. Pre-registration information may be requested to help tutors to make the day relevant to delegates' jobs and training requirements.

Most courses cover one day, beginning with registration and refreshments at 9.00am and finishing at 5.00pm. Lunch is included. Please notify us of any special dietary requirements.

Places are offered on a first-come, first-served basis. We urge you to register for a course as soon as possible. If a course is full or awaiting a date, you may be placed on a waiting list. You will be notified if cancellations occur and space becomes available. IoIC reserves the right to postpone or cancel courses due to low enrolment or circumstances beyond its control.



The power within

Booking form - please complete and fax to 01908 313661

I wish to attend the following courses:

- I am an IoIC member
- I wish to join IoIC, please send me a membership form

Date	Title	Cost

VAT

Total cost £

Full name

- Payment enclosed (to 'IoIC')

Job title

- Please invoice my employer at the following address

Company name

(Important: a Purchase Order no. is essential if your company operates this system)

Business address

Invoice address:

Tel. no.

Mobile

Email

Fax no.

Signature

Payment by credit/debit card

- Please debit my card (*specify Visa/Mastercard, Switch, etc – regret American Express not available*)

Card number

Expiry date

Cardholder's name

Signature.....

Cardholder's address if different from business address given above

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