



Laser Safety Forum

The Representative Voice of Laser Safety

Laser Safety Forum

10 September 2024

followed by

Laser Safety Refresher Course

11 September 2024

“imago at Burleigh Court” Conference Centre
Loughborough



UK Health
Security
Agency



The Laser Safety Forum

The Laser Safety Forum was founded in May 1996 at the request of delegates on the joint UKHSA (then NRPB)/Loughborough University laser safety courses. Many felt isolated when they returned to their working environments and tried to apply the laser safety techniques from the courses. Whilst post-course support has always been offered, something more was needed.

The organisers of the courses decided to run an annual meeting to bring former course participants back to Burleigh Court to exchange experiences and to receive an update on topical laser safety issues. It was also decided to open the meeting to others who had not been on the courses and give former course participants a discount on the fee. The meetings consist of formal presentations and an open forum. You also have the opportunity to influence the development of future laser, LED and general optical radiation safety standards.

September 2024 will be the 28th annual meeting and we hope to see attendees going back to our first open course run in 1994, as well as some of those from the pilot course in 1992.

The Laser Safety Forum also publishes an occasional newsletter – *Laser Safety Matters*. This is available free to anyone who wishes to receive by emailing laser.training@ukhsa.gov.uk.

The success of the Laser Safety Forum depends on participation from those who attend the meetings, those who contribute to *Laser Safety Matters* and those who give their time to provide presentations. We also have to thank those behind the scenes at Loughborough and UK Health Security Agency who ensure that everything goes smoothly.

Again, I hope we can welcome you to Burleigh Court in Loughborough in September, whether it is for the first or the umpteenth time.

Doctor Michael Higlett
UK Health Security Agency

Laser Safety Forum

10 September 2024

The 2024 meeting of the Laser Safety Forum will be held on 10 September at the “imago at Burleigh Court” Conference Centre in Loughborough.

If you wish to contribute a presentation then please [email laser.training@ukhsa.gov.uk](mailto:laser.training@ukhsa.gov.uk)

The presentations will be followed by the usual Open Forum session. Please indicate on the application form if there are specific issues you wish to discuss. This will give us time to find the information for you.

Attendance Fees: **£225 with £50 discount for previous course**

attendees Note.

- Previous attendees discount code is sent via email
- Presenters pay No fee

We are also planning a pre-Forum dinner on the evening of Monday 9 September at Burleigh Court. We hope you will wish to join us. The fee for this is £35.

Limited accommodation is available at Burleigh Court for the Monday evening. If you wish to stay it is important that you book **as soon as possible**. In any event bookings for the Forum must be received by **9 August 2024**. Delegate numbers are limited.

Laser Safety Refresher Course

11 September 2024

We are pleased to offer a Refresher day following the Laser Safety Forum aimed at those who attended the Laser Safety Officer course in the past. It will cover developments in laser safety and particularly specific techniques now included in the Laser Safety Management course.

The Laser Safety Forum will include material that is important for delegates requiring refresher training. Therefore, it is necessary to attend both days.

The format of the course will be a balance of formal presentations and syndicate/workshop exercises, with time to discuss specific issues. Numbers will be limited to ensure that participants will achieve maximum benefit from attendance.

Attendance Fee: £700 (includes the fee for the Laser Safety Forum)

NOTE – Bookings must be received by **9 August 2024**.

Please Book Our Laser Safety Courses and Forum at:

<https://www.ukhsa-protectionservices.org.uk/nir/courses/>

ADMINISTRATIVE DETAILS

Enquiries: All **booking enquiries** should be made to the Laser and Optical Radiation Group:

Telephone: +44 (0)1235 825066
e-mail: laser.training@ukhsa.gov.uk

Standard Terms & Conditions

1. Bookings will be regarded as provisional until the full course fee has been paid. Provisional bookings will only be held for 4 weeks and will not be held at all when the course is full.
2. Payment must be made in advance of the course by credit/debit card or BACS electronic transfer. All payments must be made in pounds sterling.
3. For credit/debit card payments, please book and pay via our website <https://www.ukhsa-protectionsservices.org.uk/nir/courses/>
4. Invoices will not be issued for training course places and purchase orders are not acceptable in lieu of payment. If sent they will be accepted for information purposes only. This application form should be treated as a pro-forma.
5. All course fees include associated course notes and other course materials, attendance certificates, lunch and daytime refreshments unless otherwise stated.
6. Joining instructions will be sent prior to the course.
7. A cancellation charge of £100 per place will be made for cancellations of confirmed bookings, when made 28 or more days prior to the course start date. The full fee will be due for cancellations made less than 28 days prior to the course start date. Substitutions may be made at any time but notification should be made to the Laser and Optical Radiation Group via email (laser.training@ukhsa.gov.uk). UKHSA reserves the right to cancel any course due to circumstances beyond its control and the UKHSA liability shall be limited to the refund of fees paid.
8. The course is not to be recorded in any way without the prior knowledge of UKHSA. Material supplied on the course is subject to copyright and must not be duplicated in whole or in part.

Course Venue

The course is held at Loughborough University in the "imago at Burleigh Court" Conference Centre. The accommodation forms part of the Conference Centre and comprises study bedrooms with en-suite bathroom and shower, tea/coffee making facilities, telephone and colour television with optional pay movies. A number of rooms are designed for visitors who have disabilities. Special dietary needs can also be catered for. The Burleigh Springs Leisure Complex, with swimming pool, sauna, spa and fitness suite is available to delegates. Ample free car parking is provided.

Booking Form 10/11 September 2024

(Closing date for confirmed bookings* – 9 August 2024)

Delegate Details (please photocopy for additional delegates)		
Title:	First Name:	Surname:
Address		
Postcode		
Telephone	Fax	
Email		

Contact Details for Administration (if different)		
Title:	First Name:	Surname:
Address		
Postcode		
Telephone	Fax	
Email		

The Forum starts at 9 am and finishes at about 5 pm. The fee for the Forum includes refreshments and lunch. The fee for the Refresher Course includes accommodation on Tuesday night and meals, as well as attendance at the Forum. We are happy to make arrangements for you should you wish to arrive on the Monday.

Please tick as appropriate

Laser Safety Forum AND Refresher Course - £700 (only available to past course participants)

Laser Safety Forum ONLY – Standard rate - £225

I am a past course participant claiming a £50 discount with the code:

I am a confirmed speaker at the Forum and will not be paying the Forum fee

Accommodation:

Accommodation for Monday night (bed & breakfast) - £154

I am not attending the Refresher course but I would like additional accommodation for Tuesday night (bed & breakfast) - £154

I am attending the Refresher course and I would like additional accommodation for Wednesday night (bed & breakfast) - £154

Additional accommodation for Wednesday night (bed & breakfast) - £154

Dinner:

I would like to attend the pre-Forum Dinner on Monday evening at 7.00 pm - £35

I would like a bar meal on arrival on Monday evening (available on a cash basis)

I am not attending the Refresher course but I would like dinner on Tuesday evening - £35

I would like a bar meal on Wednesday evening (available on a cash basis)

Additional requirements:

I have restricted mobility please request an appropriate room at Burleigh Court

I have dietary restrictions (please specify)

The total fee payable will be the sum of the boxes ticked above. Please note that payment of VAT is not required.

Please note PHE does not issue invoices for any training courses.

Payment method:

- Provisional booking. Cheque or BACS transfer to follow. Such bookings will be held for 28 days only.
- I wish to pay by credit/debit card. *Please follow the link for online booking*
www.ukhsa-protectionservices.org.uk/nir/courses/
- Confirmed booking*. Cheque for £..... enclosed.

I confirm I/we have read and agree to the Terms & Conditions of booking.

Signed Date

Print Name..... *Position*.....

*Confirmed bookings are those for which both an application form and payment have been received

Laser Safety Forum – Open Forum

I would like to discuss the following matter(s)

Laser Safety Refresher Course

I would particularly like the following matter(s) included