Application Form

(Please photocopy this form for additional delegates)

Laser Safety Management Course

12 – 16 July 2027

(Closing date for confirmed bookings* – 11 June 2027)

Name of Delegate (please give first name and surname)

Dr/Mr/Mrs/Ms _____

Email:_____

Correspondence Details

Name: _____

Organisation:_____

Address:_____

_____

_____

Telephone: _____

Fax:_____

Email: _____

The course fee includes all meals and accommodation **from dinner on Sunday evening** to lunch on Friday. Dinner is at 7 pm on Sunday. The course starts at 9 am on Monday and finishes Friday afternoon at 3.15 pm. We are happy to make arrangements for you should you wish to stay beyond the course finish time.

The fee payable will be £3450 plus the amounts for the boxes ticked below. Please note that payment of VAT is not required.

Additional requirements:
☐ Additional accommodation for Friday night (bed & breakfast) - £164
☐ Three-course evening meal on Friday - £41
☐ Bar meal on Sunday instead of the included dinner

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

☐ I have dietary restrictions (please specify) ……..

Please note UKHSA do not issue invoices for any training courses.

Payment method:
☐ Provisional booking. Please select payment: Purchase Order / 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*
http://www.ukhsa-protectionservices.org.uk/nir/courses/

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

Signed ..... Date .....

Print Name…… Position……..

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

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 purchase order, 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 http://www.ukhsa-protectionservices.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, meals and accommodation 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@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.