

PPA training - delegate booking form

personal information

delegate name: _____

job title: _____

company name: _____

address: _____

postcode: _____

email: _____

telephone: _____

fax: _____

course information

course name: _____

course date: _____

Please fill in a separate photocopy of this form for each delegate and each course.

All fees are per delegate and exclude VAT. Payment for the course should be received with the booking/s.

Cheques should be made payable to the Periodical Publishers Association Ltd or you can pay with a credit card (MasterCard or Visa).

To discuss your training requirements further please contact PPA Training on 020 7400 7533 or email training1@ppa.co.uk

your training needs

length of time in this job: _____

what does your job entail? _____

which titles / websites do you work on?

Please give details of any previous training you have received in this area:

which of the course contents are most relevant to your training needs?

what do you hope to learn by the end of this training session?

Where did you hear about this course?

PPA website Direct email

PPA Training brochure

Other: _____

do you have any access/dietary requirements?

booked by (if not booked by the delegate):

payment information

PPA member
Non-member

Please complete this form and fax it to:

PPA Training on 020 7404 4167

or post it together with payment to:

**PPA Training, Queens House,
28 Kingsway, London, WC2B 6JR**

Please Invoice (PPA Members only)

Cheque enclosed (payable to PPA Ltd)
fee + vat = total

Please charge this credit card with the amount of: £ _____

Card type: Visa MasterCard

card no: _____

expiry date: _____

cardholder's name: _____

cardholder's address: _____

signed: _____

date: _____

Please provide a telephone number for the card holder as they will be contacted for the security code of the card

Please note our cancellation terms:

Should circumstances mean that you need to transfer to another PPA Training course then the following charges will apply dependent on the notice given.

More than 4 weeks prior to the course – no charge. 2-4 weeks prior to the course – 25% of the course fee. Less than 2 weeks prior to the course – 50% of course fee. If you have to cancel your course and are unable to transfer your booking to another date at the time of cancellation the following charges will apply: more than 4 weeks prior to the course – no charge, 2-4 weeks prior to the course – 50% of course fee. Less than 2 weeks prior to the course – full fee – i.e. no refund.

Cancellation or transfer must be made in writing and received by PPA Training by the due date.

PPA would like to provide you with information on PPA events and activities. If you do not wish to receive this please tick here As part of PPA Training PPA will provide participating companies with details of registrants. If you do not wish to receive correspondence from these companies please tick here