

BOOKING FORM

EVENT DETAILS

Course Name: _____

Course Dates: _____

DETAILS OF PERSON BOOKING

Local Authority: _____

Name of Person Booking: _____

Email Address: _____

PARTICIPANT DETAILS

Participant 1 Name: _____

Email Address 1: _____

Participant 2 Name: _____

Email Address 2: _____

Participant 3 Name: _____

Email Address 3: _____

Participant 4 Name: _____

Email Address 4: _____

INVOICING DETAILS

Please send invoice to: _____

Invoicing Address: _____

Purchase Order Number: _____

(NB. PO Number must be supplied)

BOOKINGS

The closing date for bookings is typically one week prior to course start date however please note that numbers are limited so early booking is recommended to secure a place. Bookings must be received in writing.

This form can be submitted by email using the Email Button below or can be printed and sent to:

Central Bookings Office, Institute of Public Administration, 57-61 Lansdowne Road, Dublin D04 TC62

Email: training@ipa.ie | Phone: 01 240 3666 | Fax: 01 668 9135

Alternatively, you can select the course and book online via the IPA website [here](#)