

# Thinking Strategically & Working Collaboratively

FOR EFFECTIVE LOCAL ECONOMIC AND COMMUNITY DEVELOPMENT



**BOOKING FORM** : Thursday, 6<sup>th</sup> December 2018 at the Tullamore Court Hotel

**Participant Name:**

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**Grade/Title:**

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**Organisation:**

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**Address for Correspondence:**

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**Telephone:**

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**Email:**

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**Send invoice to:**

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**Address for invoice:**

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**Purchase Order Number (if applicable):**

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**Name of Authorising Officer:**

**Date:**

**Where did you hear about the Workshops?**

- IPA Mailshot or Email     IPA Website     Brochure     Training Officer     Colleague
- Other (please specify) \_\_\_\_\_

**Cancellation Policy:** Please note that, in the event of a cancellation less than 48 hours before the commencement of this workshop, a 15% cancellation fee will be charged. Cancellation fee will also apply to non-arrivals on the day.

The IPA would like to contact you from time to time with details of future relevant events such as Workshops, Courses and Conferences. Please tick this box if you would like to be kept informed of such events.

**Any Special Requirements:**

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*ALL BOOKINGS MUST BE RECEIVED IN WRITING BY 29 NOVEMBER*

To confirm your place, please return your completed form by post, fax or email to:

**Central Bookings Office**

Training and Development Division

Institute of Public Administration

57-61 Lansdowne Road, Dublin D04 TC62

**Tel:** 01 240 3666 | **Fax:** 01 668 9135

**Email:** training@ipa.ie | **Web:** www.ipa.ie