**Course title:** Click or tap here to enter text.

**Only one name per form please.**

Name: Click or tap here to enter text.

Email: Click or tap here to enter text.

Organisation: Click or tap here to enter text.

Job Title: Click or tap here to enter text.

Telephone: Click or tap here to enter text.

Mobile phone (for emergency/last minute contact if necessary): Click or tap here to enter text. This number will not be retained after the event.

Costs: £40 to LIEM Members; £60 non LIEM Members

I believe my organisation is a LIEM member Yes [ ]  No [ ]

**If you require an invoice please complete all sections below:**

Please invoice organisation: Yes [ ]  No [ ]

Name and address for invoice: (Please complete)

Click or tap here to enter text.

Is a Purchase Order required: Yes [ ]  No [ ]  PO number: Click or tap here to enter text.
LIEM will invoice you by email - please give email address for the invoice:

Click or tap here to enter text.

***Cancellations will be charged in full if received less than one week before the event. A substitute name and e-mail may be given, up to 48 hours before the event.***

**Do you have any access requirements we need to be aware of?** Yes [ ]  No [ ]

If YES please give details Click or tap here to enter text.

*If you have any queries please contact Carol on* 07970 188079 or *e-mail below.*

**Please return the booking form by email to** **training@liem.org.uk**

**Would you like to be added to the LIEM Training Mailing List? Yes** [ ]  **No** [ ]

***Data Protection***

*Our data protection policy can be found* [*here*](http://www.liem.org.uk/wp-content/uploads/2018/05/LIEM-Privacy-Policy.docx)*. Mobile numbers collected for the purposes of this event will not be held after the event.*

*Membership of LIEM costs £250 for Public Library Authorities and £40 for all other LIS organisations. To request membership please contact Robert Clayton on* *treasurer@liem.org.uk*