

# 2010 Summer Training Programme - Booking Form

## 1. Organisation and participants' details:

|  |       |            |
|--|-------|------------|
| <b>Contact Person*</b>   |       |            |
| <b>Job Title</b>   |       |            |
| <b>Organisation</b>  |       |            |
| <b>Address</b>   |       |            |
| <b>Telephone</b>   |       |            |
| <b>Fax</b>   |       |            |
| <b>Email</b>   |       |            |
| <b>Participant 1*</b>  |       |            |
| <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms | Name: |            |
| Email:   |       | Job title: |
| <b>Participant 2 (if applicable)</b>   |       |            |
| <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms | Name: |            |
| Email:   |       | Job title: |
| <b>Participant 3 (if applicable)</b>   |       |            |
| <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms | Name: |            |
| Email:   |       | Job title: |
| <i>If you want to register more participants, please use a second booking form</i>   |       |            |

\* Invoice will be sent to the contact person, the participant(s) will receive joining instructions.

## 2. Course selection (all courses run from 9.30 AM to 5.30 PM)

|   |   |       |   |
|---|---|-------|---|
| <b>Course schedule participant 1</b>  |   | Name: |   |
| <input type="checkbox"/> <b>Responsible forestry and timber trade:</b> linking production to changing market requirements                         | 3 days (Mon 5 <sup>th</sup> - Wed 7 <sup>th</sup> July) | £ 900 |   |
| <input type="checkbox"/> <b>High Conservation Values:</b> an introduction to their use in production landscapes                                   | 1 day (Thu 8 <sup>th</sup> July)                        | £ 300 |   |
| <input type="checkbox"/> <b>Forest and Climate Change:</b> an update on the global debate about forests within the climate change context (REDD+) | 1 days (Fri 9 <sup>th</sup> July)                       | £ 300 |   |
| <b>Total course fee participant 1</b>   |   |       | £ |

|   |   |       |   |
|---|---|-------|---|
| <b>Course schedule participant 2</b>  |   | Name: |   |
| <input type="checkbox"/> <b>Responsible forestry and timber trade:</b> linking production to changing market requirements                         | 3 days (Mon 5 <sup>th</sup> - Wed 7 <sup>th</sup> July) | £ 900 |   |
| <input type="checkbox"/> <b>High Conservation Values:</b> an introduction to their use in production landscapes                                   | 1 day (Thu 8 <sup>th</sup> July)                        | £ 300 |   |
| <input type="checkbox"/> <b>Forest and Climate Change:</b> an update on the global debate about forests within the climate change context (REDD+) | 1 days (Fri 9 <sup>th</sup> July)                       | £ 300 |   |
| <b>Total course fee participant 2</b>   |   |       | £ |

|   |   |       |
|---|---|-------|
| <b>Course schedule participant 3</b>  | Name:   |       |
| <input type="checkbox"/> <b>Responsible forestry and timber trade:</b> linking production to changing market requirements                         | 3 days (Mon 5 <sup>th</sup> – Wed 7 <sup>th</sup> July) | £ 900 |
| <input type="checkbox"/> <b>High Conservation Values:</b> an introduction to their use in production landscapes                                   | 1 day (Thu 8 <sup>th</sup> July)                        | £ 300 |
| <input type="checkbox"/> <b>Forest and Climate Change:</b> an update on the global debate about forests within the climate change context (REDD+) | 1 days (Fri 9 <sup>th</sup> July)                       | £ 300 |
| <b>Total course fee participant 3</b>   |   | £     |

### 3. Mansfield College Accommodation\*

| Participant's name                                  | Arrival date** | Number of nights | Total Cost (£)*** |
|---|----------------|------------------|-------------------|
| 1.  |                |                  |                   |
| 2.  |                |                  |                   |
| 3.  |                |                  |                   |
| <b>Total accommodation fee for all participants</b> |                |                  |                   |

\* The accommodation is optional and limited. It will be booked on a first come first served basis. If you choose Mansfield College accommodation, we will confirm upon receipt of your booking form whether any rooms are still available. For other accommodation in Oxford, please visit: [www.dailyinfo.co.uk/venues/hotels](http://www.dailyinfo.co.uk/venues/hotels)

\*\* please note: Mansfield college accommodation can only be booked from Sunday night to (and including) Friday night. If you arrive earlier or stay longer you will have to arrange alternative accommodation for nights before Sunday 4 July or from Saturday 10 July onwards. Also note that you should check in before midnight since the porter's lodge is closed between 12 midnight and 7 am.

\*\*\* The cost of the college en-suite room (Bed and Breakfast) is **80 GBP/night/person**

### 4. Dietary requirements Please indicate if you require special dietary requirements

| Participant's Name | Special dietary requirements |
|--------------------|------------------------------|
| 1.                 |                              |
| 2.                 |                              |
| 3.                 |                              |

### 6. Summary of Total Costs

| Training Programme |  | Cost (£) |
|--------------------|--|----------|
| Training Programme | Course fee participant 1                     |          |
|                    | Course fee participant 2                     |          |
|                    | Course fee participant 3                     |          |
| Accommodation      | Total accommodation fee for all participants |          |
| <b>TOTAL</b>       |  |          |

VAT (Value Added Tax): All costs above include VAT at 17.5%.

VAT exemption: Companies qualifying for VAT exemption should provide us with written confirmation of exemption.

## 6. Payment options

**Full Payment** must be made in Pounds Sterling to ProForest Ltd and received **before 18 June 2010** using one of the following methods:

**Bank Transfer:**

within the UK: *Sort Code 089250, Account Number 70146729*

international: *IBAN GB48CPBK08925070146729, SWIFT CPBKGB22*

**Wire Transfer:** The Cooperative Bank, Olympic House, 6 Olympic Court, Salford M5 2QP, Great Britain, *Sort Code 089250, Account Number 70146729, Swift Code if making transfer from overseas CPBKGB22*

**Cheques:** made out to ProForest Ltd. We can only accept Sterling cheques drawn on a UK bank

I agree to ProForest's Terms and Conditions of Booking (see below)

Signed:

Date:

**Post** your booking form to **ProForest, South Suite, Frewin Chambers, Frewin Court, Oxford, OX1 3HZ, United Kingdom**

**Fax** your booking form to **+44 (0)1865 244820**

**Email** the booking form to **andry@proforest.net**

## Terms and Conditions of Booking

1) Confirmation: We will make a preliminary reservation for the accommodation (if required) upon receipt of your booking form. However, places at the courses and accommodation will only be confirmed upon receipt of the full payment.

2) Alterations: All courses are offered subject to sufficient demand. ProForest reserves the right to cancel/reschedule courses. If we do so we will offer an alternative course or provide a full refund.

3) Payment: Payment is required in advance of the event. ProForest Ltd reserves the right to refuse admission if payment has not been received. Please remember it can take several days for money to be transferred from your account into ours. All bank charges must be paid by the delegate.

4) Cancellation Charges

**Training Course**: There is 10% cancellation charge prior to 5<sup>th</sup> of June 2010. Subsequently, if the delegate cancels their bookings after the 5<sup>th</sup> of June 2010, the cancellation charge is 25% of the course fee.

**Accommodation**: The cancellation charge is 40% of the cost of accommodation prior to 5<sup>th</sup> of June 2010. Subsequently, the full cost of the accommodation is charged after 5<sup>th</sup> of June 2010.