



In order to book your place, please email your completed form to pdcourses@theiet.org. For all bookings and course advice call +44 (0)1438 765678

**ONE PERSON PER FORM ONLY (FORMS CAN BE PHOTOCOPIED). PLEASE COMPLETE THIS FORM IN BLOCK LETTERS.
PLEASE REFER TO THE CONDITIONS OF BOOKING (BELOW).**

Course Details

Course Title	Ref. No.
Course Location	Course Date d d m m y y y y

Delegate Details

Title	First Name(s)	
Surname/Family Name (As you wish to appear on your certificate)		
IET Membership No.	Job Title	
Organisation/Company		
Address		
County/State	Postcode	Country
Telephone	Fax	
Email Address		

Name and email if registered on behalf of delegate

Name
Email Address

I confirm that I have read and accepted the conditions of the booking.

Signature	Date d d m m y y y y
Dietary Requirements	

Data Protection: I understand and consent to the information provided on this form being processed by the IET for its sole use and that of its associated organisations for the purpose of promoting, delivering and improving my experience of the IET and its products and services. www.theiet.org/privacy

Yes, I want to receive information, news and details of events, products and services that will support my professional journey and hear about the IET and its activities generally.

You can change this preference at any time by either contacting us by post, following the link on a received email or amending your preferences if you have a MyIET online account.

Conditions of booking

Registration

The IET's customer services team will acknowledge receipt of registration but please note this does not confirm that the course is taking place.

Joining instructions will be sent 10-14 days prior to the course confirming details. **For all face to face courses we would advise you not to book the travel or accommodation until you have received joining instructions.**

Please contact us immediately if you do not receive an acknowledgement or joining instructions within the stipulated period. Tel: +44 (0)1438 767337.

Cancellation Terms & Conditions

Cancelling a course after registration or transferring to an alternative course will incur the below charges.

32+ days before course start date: no charge
15-31 days before start of course: 50%
0-14 days before start of course: 100%

Online Learning

Once booked, no refund will be given for our 1 hour e-class lifeskill courses. You will be offered a new date or course.

Substitution Terms & Conditions

Substituting someone else to attend our courses in your place will incur an administration fee of £30.00.

All cancellations, transfers and substitutions, subject to agreement, must be received in writing prior to the commencement of the course.

Cancellations by the IET

The IET reserves the right to cancel any course. In this case, the full fee will be refunded unless a mutually convenient transfer can be arranged.

Delegate requirements

We aim to offer fully accessible events to all its delegates. Please help us to accommodate any individual requirements that you may have by attaching a note to the registration form. We will contact you to discuss this as necessary.

Course objectives

For course objectives please visit www.theiet.org/pd-courses or contact us by email: pdcourses@theiet.org

Bank transfers (BACS)

Bank transfers can be made, but please ensure the invoice number is quoted with the payment and allow five working days clearance.

Bank account details are as follows:

Barclays Bank Plc
UK Bank
1 Churchill Place
London
E14 5HP

The Institution of Engineering and Technology
Account Number 50480606
Bank Code Number 20-65-82

General information

For face to face courses travel and accommodation is the responsibility of the delegate.