

RCBN ACTIVITY BOOKING FORM

Name of training event

Date

Location

Please complete this form and return to:

Clare Davies
ESRC TLRP Research Capacity Building Network
Cardiff University School of Social Sciences
Glamorgan Building
King Edward VII Avenue
Cardiff
CF10 3WT
(Fax: 029 2087 4678 Tel: 029 2087 5345
Email: rcbn@cardiff.ac.uk)

Name: _____ **Title:** _____

ESRC TLRP association (if applicable): _____

Address for Correspondence:

Email: _____ **Telephone:** _____

Dietary requirements (if necessary/applicable): _____

Please identify three personal objectives for participating in this event:

1. _____

2. _____

3. _____

I agree to the terms and conditions of the cancellation policy (overleaf).

Signature: _____ **Date:** _____



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www.cardiff.ac.uk/socsi/capacity

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CANCELLATION POLICY

Owing to a small, but significant, number of 'last minute' cancellations and a few unexplained absences at RCBN events, it has been necessary to formulate a cancellation policy.

Places on RCBN events should not be booked unless the individual concerned is sure that they can attend on the specified date. As a general rule, individuals who do not cancel their booking *more than 48 hours* before an event will be liable for the cost of their place. In the case of TLRP researchers, the project they are employed on will be invoiced. It is understood that some cancellations are unavoidable due to unforeseen events and/or circumstances and all cases will be individually considered before a final decision is made

Whatever the reason for cancellation, it is important that the RCBN office is contacted as soon as you are aware that you cannot attend an event. This is in everybody's interest as there may be a waiting list for places.