

# CPD Programme for Professionals 2010

## Application Form: CPD Seminars for Engineers

Please complete and return to Fax: 01494 565487 Email: [training@trada.co.uk](mailto:training@trada.co.uk)

Name of practice .....

Address .....

.....

..... Post Code .....

Contact name ..... Telephone .....

Fax ..... Email .....

Number of professionals in practice ..... Estimated no. of attendees .....

Do you intend using timber in an upcoming Project? .....

You are welcome to submit drawings/specifications for a 30 minute post CPD 'Surgery' from our speaker. Would like to use this service? **Yes/No** \* delete as appropriate

**Please give options for seminars you would like to receive ranked in importance from most important (1) to least important (3) we will try to accommodate your first choice but cannot guarantee it**

<b>Preferred Date:</b>	<b>Time:</b>
<b>Topic 1 requested:</b>	
<b>Topic 2 requested:</b>	
<b>Topic 3 requested:</b>	

These seminars can be delivered free to groups comprising **a minimum of 14 professional staff**. For smaller groups a charge of £30 per head will be made for each unused place (i.e. if only 10 staff attend on the day then the charge will be £30 x 4).

We encourage smaller practices to combine with another practice, wherever possible and will endeavour to assist in finding other practices in your locality.

In addition, it is your responsibility to provide:

- A room suitable for the presentation, including a 240v power supply, a wall or screen suitable for projection and blackout/light dimming facilities.
- A clear map or detailed instructions describing how to find the practice
- Car parking for one vehicle, or details of local parking facilities

TRADA Technology Limited is unable to cover the cost of refreshments and asks that you provide these at your own expense.

By signing this application form you agree to your acceptance of these terms.

Signed ..... Date.....

**Please tick box if you are happy for us to contact you within 3 months of our CPD to discuss your timber requirements**