



Dear Proprietor/Registered Manager/Training Co-ordinator,

I am pleased to invite you to a dynamic training event run by Epitome Academy. This event will focus on;

Commissioning, Contracts, Compliance and Safeguarding:

*Half-day training event for £60.00 (including VAT)
The Riverside Centre, Derby- 14th September 2011*

- ✓ Find out what is new regarding commissioning
- ✓ Establish the implications of authority cuts and contracts
- ✓ Stay ahead of CQC
- ✓ Prevent safeguarding issues

Places are limited so **please book now to avoid disappointment**. Each delegate must complete a booking form. Booking forms must be received by 9th September 2011.

To view this email in a PDF format please visit www.epitomeacademy.co.uk/events.php.

We look forward to seeing you there.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Bilal'.

Bilal Ahmed
Marketing and Events Co-ordinator

Tel- 01332 548500
www.epitomeacademy.co.uk

Please book a place by completing this form. Please return the form via one of the following methods:

Email: bilal.ahmed@epitomeacademy.co.uk

Fax: 01332 548509

Post: Bilal Ahmed, Marketing and Events Co-ordinator, Epitome Academy, Unit 9 Kedleston House, Prime Business Park, Aspen Drive, Spondon, Derby, DE21 7SG.

Riverside Centre, Derby- 14th September 2011

£50.00 per delegate (plus VAT)

There will be a morning session which will begin at 0930 (registration begins at 0900) and finish at 1230, and an afternoon session which will be begin at 1330 (registration begins at 1300) and finish at 1630.

Please write down which session you prefer:

Total Price: £60.00

PAYMENT- Please return a completed form before payment.

Cheque: Please make the cheque payable to "Epitome Academy".

Please invoice me: PO No. (optional):

Credit card: To pay by credit card please call 01332 548500.

DELIVERY ADDRESS

Delegate's Name:

Job Title:

Organisation Name:

Organisation Type:
(e.g. disabled adults, mental health)

Address:

Postcode:

Telephone:

Mobile:

Email address:

Delegate's Signature: _____

By signing this declaration form and booking a place at our event you have agreed to our terms and conditions.

Booking Terms and Conditions

Price

The price per delegate is £50.00 (plus VAT). If there are 1 or more accompanying delegate/s of the same organization discounts are available. For further information please call 01332 548500. The discount amount is at the discretion of Epitome Academy and the discount offer may be withdrawn at any time.

Payment

Booking forms must be received by 9th September 2011, and then an invoice will be sent via email and/or post.

Payment can be made by cheque (payable to "Epitome Academy") or by credit card. Cash payments will not be accepted. **Your booking will only be secure once Epitome Academy has received a cleared payment of the full amount.** A confirmation receipt will be sent to each delegate via email once a full payment has been received. If we have not received a full payment by 13th September 2011 we reserve the right to refuse entry to the event or offer a place on a waiting list.

Cancellations

In the event of a cancellation, please send a letter via post, fax or email containing your booking details and a refund will be made. An administration fee of £5.00 per delegate will be charged if the cancellation is made on or before 13th September 2011.

A substitute delegate is welcome and they should complete the form above and send it to us via post, fax or email. There will be no fee charged for a substitute delegate.

Attendance on the day

If a delegate does not attend the event or if a delegate is late to the event no refund will be given.

Miscellaneous

The content, timing, venue date or location may be subject to change due to circumstances beyond Epitome Academy's control.

All transport costs (including car parking) and accommodation costs are the delegate's responsibility.

Every effort will be made to ensure each delegate is assigned to their desired session i.e. morning or afternoon; however these will be allocated on a first come first served basis. Therefore, a delegate may not receive their preferred session.

Delegates will not be allowed to take videos, pictures or voice recordings, or record with any other visual or auditory equipment at the event. Any delegate who breaches this rule will be asked to leave the event without a refund.

Directions

From the North (not north west)

Follow the M1 south to junction 28. Follow signs to Derby on the A38. After about 16 miles there is a roundabout on the A38 - filter left following signs to Derby City Centre. Carry straight on at the next three roundabouts. Drive for 2 miles or so past the car sales centres on your right.

At 'THE PENTAGON' roundabout (next to Derbyshire Cricket Ground) take the second exit following signs to Nottingham on the A52. Leave the A52 at the next exit following signs to Pride Park and The Wyvern. Turn right at the first roundabout - Take the first exit at the next roundabout (after half a mile) and follow the directions below – **'You should pass...'**

From the South

Follow the M1 north to junction 25. Follow signs to Derby on the A52. Look out for signs to 'Pride Park Stadium'. After approximately 7-8 miles exit the A52 to PRIDE PARK and The Wyvern shopping centre. Take the second exit at the roundabout and follow the directions below – **'You should pass...'**

You should pass the football stadium on your left - turn right at No. 2 roundabout into RIVERSIDE ROAD. The Riverside Centre is in Riverside Court – the second turn on your right.

From the North West

Follow the M6 to Stoke on Trent and connect with the A50. Follow signs to Uttoxeter on the A50. Continue on the A50 towards Derby. Take the A6 exit signposted for Alvaston Derby. Follow the A6/London Road until you see signs for the new Link Road to Pride Park Stadium. The Riverside Centre is very easy to find from the football stadium using the map below.



Derby Train Station (marked on the above map) is approximately a ten minute walk to/from The Riverside Centre. You need to use the Pride Park entrance/exit for the station. The map will help you to find The Riverside Centre. Follow the road up to roundabout 5, go straight over the road at the roundabout onto Riverside Road and follow Riverside Road until you come to Riverside Court on your left hand side. The Riverside Centre is located on your left.

There is also a bus service, the Number 111 that departs from stand J3 (outside the assembly rooms) and comes along Pride Parkway, you need to get off the bus along this road and then walk down Derwent Parade and turn left into Riverside Road.

Car Parking

The Riverside Centre does have its own free car park for delegates. If the car park is full there is a nearby park and ride facility, which costs £2.20/day per vehicle (up to seven people). For further information please call 01332 548500.