

# TAXI..!

Communication Skills for the 21<sup>st</sup> Century



**ice&lemon**  
coaching · consulting · training · more...

0845 111 0360

[www.iceandlemon.com](http://www.iceandlemon.com)

## Advanced Communication Skills Workshop

Wednesday October 17<sup>th</sup> 2007, 9:00am – 1:00pm

The Foresight Centre, University of Liverpool, 1 Brownlow Street, Liverpool, L69 3GL.

£97.50 (includes refreshments & parking)

### REGISTRATION FORM

<b>Full Name:</b>	
<b>Postal Address:</b>	
<b>Postcode:</b>	
<b>Telephone (landline):</b>	
<b>Telephone (mobile):</b>	
<b>E-mail:</b>	
<b>Company:</b>	

(Please fill in ALL the above details so we can contact you properly to confirm your registration)

If you have any specific dietary, medical or physical needs that we need to be aware of, please describe them here:	
---	--

Please make your cheques for £97.50 per person payable to **iceandlemon ltd.** and return them to

**iceandlemon ltd (Bookings)**  
**'The Orchard'**  
**4 Blue Bell Lane**  
**Liverpool**  
**L36 7XY**

## Terms & Conditions

» **All workshops and seminars must be paid for IN FULL and IN ADVANCE.**

We do NOT issue invoices afterwards. If you require an invoice in advance, please ensure that you book ahead with sufficient time for the invoice to be paid in full before the workshop date. Note that cheques and on-line payments take several working days to reach us so please make sure you pay at least seven days in advance of the workshop you want to attend. Late or incomplete payments may mean you cannot attend.

» **In the event that you wish to cancel a booking and request a refund, we may charge a percentage of your fee to cover our costs.**

If you cancel 4 weeks or more in advance, we will refund you the full cost.

If you cancel between 2 and 4 weeks in advance, we will refund you 90% of the cost.

If you cancel less than 2 weeks in advance, we will refund you 70% of the cost.

If you wish to transfer to another similar workshop or seminar there will be no charge if you do this 2 weeks or more in advance.

(Note that there will be no charge if you can find someone else to transfer your place.)

» **You must tell us in advance of the event if you have any particular dietary, medical or physical needs.**

We and the venue will make every effort to meet those needs. However, there may be rare circumstances in which we cannot adequately do so and you may be required to make certain arrangements yourself. The more you tell us in advance, the more helpful we can be.

» **Your attendance at the workshop is not a guarantee of success.**

As with any training event, your success is dependent on your own attention to and participation in all the forms of instruction and learning used. If you do have any issues or questions it is your personal responsibility to seek assistance at the soonest appropriate moment.