**SUSTAIN PROJECT: EVERYDAY OBJECTS 3 DAY WORKSHOP**

**BOOKING FORM AND WORKSHOP INFORMATION**

**24 – 26 November 2015 – School of Education, University of Leicester**

The SUSTAIN Project: Everyday Objects three day Workshop will run from 9.00am (Registration and Refreshments) on Tuesday 24th November until 1pm on Thursday 25th November. Delegates are welcome to stay for lunch with us on the 25th.

The venue for the Workshop sessions is the School of Education, University of Leicester, 2 University Road – Fraser Noble Building, Leicester, LE1 7RF.

**Residential Participants**

Accommodation has been arranged for the Workshop at College Court, the University of Leicester’s Conference Centre - <http://collegecourt.co.uk/>

The accommodation package costs **£245.00** and includes:-

Bed and Breakfast Monday 23rd, Tuesday 24th and Wednesday 25th November

Evening meal at College Court on Tuesday 24th November

Dinner in Leicester’s Historic City Centre on the evening of Wednesday 25th November.

Bedrooms at College Court are limited and will be reserved on a first come first served basis. **Only** the full three nights and two meal package can be reserved.

A meal on the evening of Monday 23rd November is not included in this package but information will be provided on booking of local options available.

Accommodation for the night of Thursday 26th November is not part of the accommodation package but if you need this extra night please let us know and we will reserve this for you at College Court or another local hotel.

Please note that this will be an extra cost payable direct by you to the hotel.

Transport to and from College Court and the School of Education, the Workshop venue, will be provided.

**Local Participants**

There is no cost for attending the workshop sessions if you do not require accommodation. Please just indicate on the booking form which days you would like to attend.

If you would like to attend the Dinner in Leicester City Centre on Wednesday 25th November then there will be a charge of **£22.00.** Please indicate your attendance and payment method on the booking form.

**BOOKING FORM**

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| **DELEGATE**  **NAME** | **TITLE** | **FORENAME** | | **SURNAME** |
| **ORGANISATION DETAILS** | | | **PARTICIPANT DETAILS** | |
| **Organisation Name** | | | **Address** | |
| **Address** | | |  | |
|  | | |  | |
|  | | |  | |
| **Postcode** | | | **Postcode** | |
| **Office Email address** | | | **Email address** | |
| **Phone Number** | | | **Phone Number** | |
| **Please indicate which age group is your main interest: -**  **5-11 years 11-14 years** | | | | |
| **Local Participants:**  **Please confirm which days you will be attending (please tick all that apply): -**  **Tuesday 24th November**    **Wednesday 25th November**  **Thursday 26th November**  **Please tick here if you want to attend the meal in Leicester City on the evening of 25th November**  (the cost will be £22.00 – please indicate overleaf your payment method) | | | | |
| **Residential Participants**  **Please tick here if you need to book the accommodation package of £245.00 at College Court**  **Workshop Fees**  **The workshop itself is free to attend but if you require the accommodation package or to attend the meal In Leicester City Centre on Wednesday 25th November charges apply.**  **Please tick your preferred payment type: -**  **Cheque**  **Made payable to ‘University of Leicester’ and sent to Education CPD+, School of Education, University of Leicester, 2 University Road, Leicester, LE1 7RF**  **Invoice**  **Please provide details below of where we need to send the invoice and add any Purchase Order number that needs quoting**  **Credit Card**  **We will send you details of how you can pay on-line via Credit card.** | | | | |
| **Accommodation for the night of Thursday 26th November is not part of the accommodation package but if you need this extra night please tick below and we will reserve this for you at College Court or another local hotel**  **Please note that this will be an extra cost payable direct by you.** | | | | |
| **SPECIAL REQUIREMENTS – Please list any special requirements including access and dietary** | | | | |
| **PLEASE SEND THE COMPLETED FORM VIA EMAIL TO:**  **educationcpd@le.ac.uk** | | | | |
| **If you have any questions please call 0116 252 3771** | | | | |