

<Name of event>

<Date and time>

<Location>

Name

Job title

Organisation

Address

Telephone Fax

Mobile Textphone

Email

Do you have any requirements?

- Braille
- Documents on tape
- Induction loop
- Large-print documents: 14pt 16pt 18pt 20 pt
- Wheelchair access
- Sign-language interpreter
- Parking for disabled people

Dietary requirements:

Will you be bringing a personal assistant?

Yes. What is the name of your personal assistant:

No

Will you require accommodation to attend this meeting?

Yes. Please tell us your requirements:

No

Do you have any travel requirements?

Yes. Please tell us your requirements:

No

To enable you to attend this meeting will you need SCIE to pay for any of the following:

Replacement carer*

Child carer*

Is there anything else we should know to enable you to attend this meeting?

How would you prefer to be contacted?

- By telephone
- By fax
- By email
- By post
- By text

Can we use your details to invite you to other events and to send you SCIE resources?

- Yes
- No

Completed forms

Please return your completed form by **XXXX** to book your place.

By post: XXXX

By email: XXXX@XXXX.org.uk

For more information

If you have any questions about this event please contact XXXX at XXX on XXXXXXXXX or email XXXX@XXXX.org.uk