Dementia Care Mapping™ for Realising Person Centred Care
Short Course Booking Form 2019/20

This form should be read in conjunction with the course outlines available online at:
http://www.bradford.ac.uk/dementia/dementia-care-mapping/

The course on this form will be held at Heaton Mount Conference Centre, University of Bradford. For details of courses at other venues, please see the Centre for Applied Dementia Studies website.

Completing the form
Please read all sections below before returning this booking form.

Each copy of the form should be used to book one person on a DCM™ for Realising Person Centred Care course. The form may be copied as often as needed. Completed booking forms should be returned to the Centre for Applied Dementia Studies, Faculty of Health Studies, University of Bradford, West Yorkshire, BD7 1DP, UK or by email to dementia@bradford.ac.uk

<table>
<thead>
<tr>
<th>DCM™ for Realising Person Centred Care (Basic User Status)</th>
<th>Accommodation and full board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday 12 - Friday 15 May 2020 (£975)</td>
<td>Three nights from Tuesday 12 May 2020 (£264), or Four nights from Monday 11 May 2020 (£349)</td>
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Please inform us of any requirements regarding diet, disability, communication etc: ........................................

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Please tick if you would like us to contact you about these requirements. □

Cancellation conditions
Cancellations must be made in writing (emails also accepted) to the Centre for Applied Dementia Studies. For places cancelled by the Monday four weeks before the start of the course, the full course fee and any accommodation charges will be refunded. Between the following Tuesday and the second Monday before the course, inclusive, a charge of 50% of the fee and accommodation costs will be made. After that day, or for non-attendance, the full amount will be payable.

Attending the course
Participants are expected to attend all sessions and to ensure that their travel arrangements allow them to stay until the end of the final day. The course starts at 9am on the first day (registration from 8.30am) and finishes at 4.30pm on the final day. Participants who fail to attend the whole course will not receive a Certificate of Attendance. It may be possible to extend your stay at Heaton Mount by telephoning the venue’s Reception on +44 (0) 1274 234485 or by emailing heatonmount@bradford.ac.uk. Alternatively, we can supply details of local hotels.

Please send details of local hotels to me: □
Personal Details

Ms/Mr/Dr etc ………………. Surname……………………………. Forename…………………………………………
Telephone………………………………..Email……………………………………………………………………………..
Address…………………………………………………………………………………………………………………………
.................................................................................................................................................................Postcode........................................................................
Job title…………………………………………………………………………………………………………………….

Organisation details

Name of organisation……………………………………………………………………………………………………….
Site/unit………………………………………………………………………………………………………………………..

Payment

This booking will be paid for by:  
☐ Me personally
☐ My organisation (if choosing this option please ask your organisation’s finance department to complete the section below)

☐ I enclose a cheque for £…………………. (made out to University of Bradford)

☐ I wish to pay by credit card
(please do not give card details on this form; instructions on how to pay will be sent with confirmation of booking)

☐ Please invoice my organisation quoting order number……………………………
A place on the course is not guaranteed until payment has been made or a purchase order number received)

Full name of organisation and address for invoice……………………………………………………………………
.................................................................................................................................................................
.................................................................................................................................................................Postcode...........................................

Contact Name and email address for invoice: …………………………………………………………………..
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.................................................................................................................................................................

Please sign below to confirm your agreement.

Attendee signature:................................................................. Date:............................................................

Data protection

The University of Bradford is registered as a Data Controller under General Data Protection Regulation (GDPR) 2018 legislation and will ensure information collected about you and your organisation is securely stored and used lawfully. Further information about how the University will use your data, and your rights under the GDPR, can be found at http://www.bradford.ac.uk/data-protection/