

Advanced Course in KM – Practical Information

1. General information

- 1.1 The course will run once in 2019. The presentation dates are Weds, 17th and Thurs, 18th July.
- 1.2 Although the majority of attendees are members of the Henley Forum, we welcome additional delegates.
- 1.3 A certificate of participation will be provided for each attendee at the end of the two-day course.

2. Course logistics

- 2.1 The course will start at 09.30 and end at 17.00 each day. Attendees are expected to attend both days of the course.
- 2.2 All registrations must be received before 30th June 2019.
- 2.3 There is a discount for early registration and the fee for the two days is £950 + VAT for registrations before 31st May. This excludes accommodation, but includes lunch and course materials. For registrations between 31st May - 30th June, the course fee is £1250 + VAT.
- 2.4 A dinner will be organised on 17 July for delegates staying overnight and wishing to join the group. The charge will be £23.50 incl VAT.
- 2.5 In-house accommodation is available at £98 pp incl VAT and breakfast; rooms are limited and are available on a first-come, first-served basis.
- 2.6 Contact Marina Hart on henleyforum@henley.ac.uk to register.
- 2.7 The course will take place at the Greenlands site of Henley Business School, RG9 3AU. This is 2 miles outside of Henley on Thames.
- 2.8 There will be a maximum of 35 attendees on the course and places will be filled on a first come, first served basis.
- 2.9 Attendees will be expected to complete some pre-work (which will take no more than 1 hour). This will be provided 2 weeks ahead of the course start date.
- 2.10 The course leader and presenter will be Chris Collison.

3. Additional information

- 3.1 Replacement attendees may be substituted up to 7 days before the start of the course. This attendee must also have completed the pre-reading.
- 3.2 All cancellations must be made in writing no later than 28 days prior to the course or event starting. An administration fee of £75 + VAT will be charged for all cancellations, to be deducted from any refund or invoice. No cancellations can be accepted within 28 days of the event/course dates, but a suitable replacement delegate can be nominated. The place will be lost to the organisation if you withdraw within 7 days.

If you have questions about the administration, booking accommodation or other aspects of the logistics, please contact Marina Hart on henleyforum@henley.ac.uk