**Advancing your change and OD practice**
Tues, 22 to Thurs, 24 September 2020

# Rates

Three day workshop: £1,250 + VAT

Early bird rate: £950 + VAT, if booked before 31.7.20 (and paid within 30 days).

# Format

This workshop will be delivered virtually. Sessions will take place between 09.00 and 17.00 each day, with plenty of breaks and reflection time built in. The main platform is expected to be Zoom, plus other freely-available, browser-based software to maximise participation and collaborative group working. There is some pre-work including a short tech-check to make sure that everything is up and running before the workshop begins.

### Delegate details

|  |  |
| --- | --- |
| Name |  |
|  |  |
| Job title |  |
|  |  |
| Organisation |  |
|  |  |
| Phone |  Mobile |  |
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| Email |  |
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| If a member of another HBS Research Centre, please state which: |
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| How did you hear about the course |
|  |
| Address for invoicing | Contact email to chase payment:VAT registration number:Company number: |

**Cancellations**

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.

**Payment**

All invoices must be settled in advance of the course. Please call 01183786130 to make a credit card payment

**Accomodation at Henley**

Accommodation is not included. If you would like to book a bedroom, please use the folling booking link <https://www.hospitalityuor.co.uk/henley-greenlands-hotel/>