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| **Telford & Wrekin Virtual School Conference (CPD 620)**  **Friday 7th June 2024, 8:30am– 4:00pm**  **“*Inclusivity, Equity and Engagement*”**  **Venue:** Central Telford-to be advised via the joining instructions  **Booking Form**   |  |  | | --- | --- | | **School Name** |  |   **`**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Full name of delegate/s** | **Position** | **Delegate email address/es** | **Workshop choices** | | | | **1st** | **2nd** | **reserve** | |  |  |  |  |  |  | |  |  |  |  |  |  | | **3rd and 4th reserve places** *(optional but not guaranteed until after 27 May 2024)* | | | | | | |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | --- | | **Please note any specific dietary requirements or allergies below:** |   **Authorised by:**   |  |  |  |  | | --- | --- | --- | --- | | **Signed (Headteacher)** |  | **Date** |  |   To secure your delegate place/s, please complete and return this form to [cpdschoolimprovement@telford.gov.uk](mailto:cpdschoolimprovement@telford.gov.uk) as soon as possible, but by 13 May 2024 at the latest  ***Cancellation policy:*** *All cancellations of conference bookings must be made via email.  Unfortunately a phone call cannot be accepted as a means of cancellation and all bookings will remain on our system until email confirmation is received.*  *A charge of* ***35%*** *(\*) will be incurred if a delegate place is cancelled within 5 working days of the conference, with the full fee being charged for any delegate who does not arrive on the day without prior notification.*  *Please note that, whilst we will make every effort, we cannot guarantee to accommodate delegates at the conference unless a place has been booked in advance.*  *In the event that the conference has to be cancelled, we will endeavour to give 5 working days’ notice of cancellation.*  ***Personal Data:*** *Telford & Wrekin Council collects your personal data to enable you to be able to complete eLearning and face to face training to support your role under Article 6(1)(b) of the General Data Protection Regulations 2018 or equivalent United Kingdom legislation.  Telford & Wrekin Council will not share any of your personal data with external organisations, unless required to do so by law, or to enable you to be invited to Virtual Training through Microsoft Teams. For further details on the council’s privacy arrangements please view the privacy page on the council’s* [*website page*](http://www.telford.gov.uk/terms)*.* |