|  |  |  |
| --- | --- | --- |
| BFI lockup-whiteHRCourse Booking Form  Baby Friendly Implementation - a  5-day course for infant feeding leads in maternity and health visiting services  Please complete all sections of this form and return it by **email** to[bfi@unicef.org.uk](mailto:bfi@unicef.org.uk)  Telephone: 020 7375 6144. | | |
| **Remote based training**  Courses are currently being delivered remotely on Microsoft Teams. You will need to have access to the Teams app (you can download the app and sign up for free with a Microsoft account, or you may have access through work) so you can access the full functionality to participate during the course. You will join by video call and be invited to join a “Team” for the course, so you can access the General channel and other channels for breakout spaces. Please bear in mind how you will access the training (e.g. at home or work) and make plans for an appropriate quiet working space. There will be e-learning to complete prior to the taught course days and more information will be provided with your booking confirmation.  More information/guidance on is provided within the participant’s pack for the course – please ensure you read this and your booking confirmation email carefully, including all attachments.  Complete **all sections** of this form and return with payment details/copy of purchase order. We will send confirmations by email so please ensure this is included. If you are making a group booking, please complete one form per person and submit all forms together with payment). Courses do get booked up several months in advance, so please do contact us as early as possible to book on. | | |
| Contact details | |
| Name: |  |
| Job title: |  |
| Organisation: |  |
| Mobile Number: |  |
| Email: |  |
| Postal address:  This is required in order to post your two accompanying workbooks |  |
|  | | |
| Dates – Please confirm you can attend all 5 days of training before booking | |
|  | |
| Price and payment  **Cost per person: £1250**  **Total payment: £**       **Payment method:** Invoice / Credit card / Banked funds   * For payment by invoice, please send a copy of the official Purchase Order form with this booking form. Bookings will not be confirmed until we receive a PO. * For payment by card, please email this form, including your telephone number, and specify you’d like to pay by card. Orders will be passed to our fulfilment company Mosaic to ring you to take card payment, once we’ve confirmed if there’s availability on the course you’d like to attend. * For payment with banked funds already paid to Unicef UK, please provide organisation name/reference here: | |

**Terms and conditions:**

Cancellations will only be considered in writing and must be received 30 working days before the event start date. An administration fee of £30 will be charged. When notice is less than 30 working days, no refund will be made. If you are unable to attend the course you are booked on, you may substitute, by prior arrangement someone else from your organisation. No refund or transfer will be made for non-attendance. The Baby Friendly Initiative runs on a cost recovery basis and must cover all costs incurred. In the event of cancellation by the Baby Friendly Initiative, we will endeavour to inform all participants two weeks before the course is due to take place, although please be aware that this is not always possible. In this event, all course fees paid will be reimbursed in full, but we are unable to reimburse any other costs that may have been incurred, including flights and accommodation.

We care about keeping your data safe; for more information about Unicef UK’s privacy policy please visit [unicef.org.uk/legal/cookies-and-privacy-policy/](https://www.unicef.org.uk/legal/cookies-and-privacy-policy/) The information provided on this form will only be used in relation to this event.