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| BFI lockup-whiteHRUNICEF UK Baby Friendly Initiative  Online Course booking form  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. | | | | | |
| **Information about booking**  Our training courses are 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) and access full functionality to participate during the course. You will join by video call and be invited to join a “Team” for the course, so please make advance preparations to ensure you can join on the course dates.  For some courses, there will be e-learning to complete prior to the taught course days. More information is provided with your booking confirmation and in the participant’s pack for the course. Please ensure you read this and your booking confirmation email carefully, including all attachments.  **Booking a place**  Please check our [courses page](https://www.unicef.org.uk/babyfriendly/training/courses/) for latest dates and availability, and then complete this form and send by email as soon as possible and we will advise if you have a place. **Please ensure you specify chosen dates from our courses webpage – if this is blank your form will not be processed.**  Bookings will only be fully confirmed once payment details (e.g. a purchase order) are received. Courses do get booked up several months in advance, so please do contact us as early as possible to book on.  Please fill in one form per delegate – if you’re looking to book multiple people onto one course, please note we will restrict the number of bookings from one organisation on the same course in order to give fair opportunity for others. If you’re interested in a group booking, please see our website for details on in-trust courses. | | | | | |
| **Delegate details** | | | | |
| Name: |  | | | |
| Job title: |  | | | |
| Organisation: |  | | | |
| Mobile number: |  | | | |
| Email: |  | | | |
| **Course name** | | **2024 price**  **(exempt from VAT)** | **Dates (please specify)** | **Please provide a postal address as we will send a course workbook to you** |
| Breastfeeding and Relationship Building (BF77) | | £500 per person |  |  |
| Embedding Baby Friendly Standards in Neonatal Care (BF78) | | £500 per person |  |  |
| Infant feeding and Relationship Building - A course for those working in perinatal and infant mental health services (PMH2) | | £500 per person |  |  |
| Breastfeeding and Relationship Building for University Lecturers (BF79) | | £530 per person |  |  |
| Achieving Sustainability (BF80) | | £290 per person |  | n/a no workbook for this course |
| Payment  **Total payment: £**  **Payment method:** Invoice / Credit card / Banked funds *(please delete as applicable)*   * For payment by invoice, please send a copy of the official Purchase Order from your organisation. **Your booking will not be fully confirmed until we receive a copy of PO** * For card payment, please email this form, including your telephone number, and specify you would like to pay by card. Orders will be passed to our fulfilment company Mosaic to ring you to take payment once we have confirmed there’s availability on the course you wish to attend * For payment with banked funds already paid to UNICEF UK, please provide organisation name/reference code 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, however this must be within sufficient notice to enable the participant to complete any pre-course requirements.

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.

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.

2023