

BOOKING FORM

TRANSPORT

If you have transport needs we will endeavour to get you to and home from the venue. To find out how to get to there by public transport go to <http://herefordbus.info/home.php> or call Travel info: 01432 260211

Please tick the box below if you:

- Have your own transport and are willing to give someone a lift (we hope you will consider car sharing – save the environment and make a new contact from the voluntary sector) **or**
- If you need transport assistance

The Co2 emissions of travel to this Assembly will be offset by donating low-energy light bulbs to a community building. Everyone will be asked to complete a questionnaire about how they got to the event so this can be calculated as accurately as possible.

CHARGES – These will only apply if you book then do not attend

Free to all members of voluntary and community groups. However, we will charge **£20** if you make a reservation and do not attend without notifying us.

Organisation Name

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Please reserve.....place/s at the Assembly

Names of those attending

1. Telephone.....
email:.....

2. Telephone.....
email:.....

EXTRA REQUIREMENTS

If you have any special requirements e.g. access, dietary or communication aids, please give details below:

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Workshops

There will be five workshops which will run in both the morning and the afternoon. We will try to allocate you places in the workshops of your choice where ever possible but this may not always be possible.

Please indicate you workshop choice in order of preference by putting 1 next to your first choice, 2 next to your second, 3 to your third, 4 to your fourth choice and 5 to the one you least want to attend.

Title	Facilitator		Rank
Bidding for success	Clare Wichbold	how to get your funding application right first time	
Getting the evidence	Pauline Striplin & Gill Swaithes	explore how to consult effectively using a range of techniques	
Using our voice	Nelson Training	how we can represent the diverse views of Voluntary & Community Sector	
Excluded from English	Mark Woodward (Help)	make your message easy to understand, whether English is 1 st or 2 nd language	
Herefordshire Partnership	Partnership Team	Latest update on Herefordshire Partnership, who's who and what's coming up later in 2007	

Nominate a Community Building for an energy saving makeover!

We will offset the carbon used in this event by donating low energy light bulbs and insulation to a community building nominated by the VCS.

Nominate the building of your choice below:

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**Numbers are limited and spaces will be allocated on a first come basis
Please return by 31st May 2007**