

Please complete, print out, sign and fax back to the Power Lab Co-ordinator on + 44 (0)1273 823811 or return to:  
Power Lab Co-ordinator, Living Leadership Ltd, 28 Lyndhurst Road, Brighton & Hove, England, BN3 6FA

## Participant Details

Name	Title	First Name	Surname
DOB	dd/mm/yy	Gender	
Nationality		Fluent English?	Yes/No
Job Title		Department	
Direct Tel		Email	
Mobile		Direct Fax	

## Organisation Details

Organisation Name			
Organisation Address			Town
	County/State	Country	Post/Zipcode
Telephone		Fax	
Email			
Primary Industry sector		Parent Company	

## Joining Information

Name and address to which the joining information should be sent if different from the participant

Name	Title	First Name	Surname
Job Title			
Address			Town
	County/State	Country	Post/Zipcode
Telephone		Email	

## Participant's career history

Please provide brief description of current duties and responsibilities in current position or attach cv:

No. of employees reporting to you

No of years in present job

Please list your previous employment with dates (dd/mm/yy):

Organisation	Job Title	From	TO

## Pre-Programme Expectations

Please state the specific benefits you expect to gain from the Power Lab

## How did you first hear about the Power lab?

Please put a cross in one of the options below

Article	<input type="checkbox"/>		<input type="checkbox"/>	
Email marketing	<input type="checkbox"/>	Recommendation	<input type="checkbox"/>	By whom:
Living Leadership website	<input type="checkbox"/>	Other Website	<input type="checkbox"/>	Please specify:
Power + Systems website	<input type="checkbox"/>	Other	<input type="checkbox"/>	Please specify:

## Payment Authorisation

This section should be completed by a person with appropriate purchasing authority.

I have read the booking terms and conditions and understand that I/the Organisation will be liable for charges including cancellation and transfer fees if applicable.

Signature.....Date..... *(Please print off and sign)*

Name	Title	First Name	Surname
Job Title	Organisation		
Address			Town
	County/State	Country	Post/Zipcode
Direct Telephone		Email	

## Payment Methods

The programme fee is £8,500 plus VAT. This includes all accommodation, meals and programme materials, pre-programme coaching call and two further coaching sessions after the programme. You will also need to bring £20 in cash for use at the programme.

## Cheque

I would like to pay by cheque  Enclosed is a cheque for £.....(Including VAT)

*(Please make cheques payable to Living Leadership Ltd)*

## Invoice

Please invoice my organisation  Purchase Order number  if required

Name and Address to which the Invoice should be sent if different from participant

Name	Title	First Name	Surname
Job Title	Organisation		
Address			Town
	County/State	Country	Post/Zipcode
Direct Telephone		Email	

## Data Protection Act 1988

By returning this form you consent to Living Leadership Limited processing data about you. We will store the information for the provision of services, administration and analysis of sales data. In the future we may write or email you with information about products and services. We do not pass your details to third parties to use.

If you do not wish to receive further communications from us please put a cross in the box

## Terms and Conditions

Our contract with you commences when we confirm that we have accepted the participant onto the Power Lab Programme. If you find that you are unable to attend for any reason then you may cancel, transfer your booking to an alternative suitable candidate subject to the following conditions.

### Deposits and Payment of Programme Fees

A deposit of 25% of the fee is required to accompany your place on the programme. The balance of your fees is due no later than 4 weeks before the start of the programme.

## Cancellations

All cancellations must be notified in writing to Living Leadership Ltd. Cancellations will only be effective from the day of receipt. Cancellations received more than ten weeks prior to the commencement of the programme are not subject to any penalty. Cancellations received after that time incur the following penalties:

4-10 weeks = 25% of the programme fee

2- 4 weeks= 50% of the programme fee

Less than 2 weeks =100% of the programme fee

If a participant does not attend the full fee will be retained as a cancellation charge.

## Transfers

Subject to prior agreement with Living Leadership you may transfer your booking to another suitable candidate at any time up to four weeks before the programme. The alternative participant must meet the criteria of the programme, as defined by Living Leadership. An additional fee of £300 will be made for any transfers.

Living Leadership Ltd reserves the right to amend or cancel any published programme. Living Leadership will not be responsible for travel related cancellation or change fees.