

## CBT MASTER CLINICIAN WORKSHOPS BOOKING FORM

Completed applications should be received two weeks before each Workshop

### Delegate Details

Please tick which Workshop(s) you would like to attend:

NO	DATE	WORKSHOP TITLE	SPEAKER	ATTEND
1	Thursday 10 <sup>th</sup> March 2011	Using Behavioural Experiments Effectively	Dr Martina Mueller	
2	Thursday 5 <sup>th</sup> May 2011	Obsessive Compulsive Disorder: State of the Art CBT Treatment	Prof Paul Salkovskis	
3	Thursday 12 <sup>th</sup> May 2011	Social Phobia: State of the Art CBT Treatment	Prof David Clark	
4	Thursday 19 <sup>th</sup> May 2011	Motivational Interviewing: State of the Art CBT Treatment	Henck van Bilsen	
5	Friday 20 <sup>th</sup> May 2011	Collaborative Case Conceptualization: Incorporate Strengths to Build Resilience *	Dr Christine Padesky	
6	Thursday 26 <sup>th</sup> May 2011	Generalised Anxiety Disorder: State of the Art CBT Treatment	Dr Helen Kennerley	
7	Thursday 2 <sup>nd</sup> June 2011	Panic Disorder: State of the Art CBT Treatment	Dr Blake Stobie	
8	Thursday 9 <sup>th</sup> June 2011	Health Anxiety: State of the Art CBT Treatment	Mabel Martinelli	
9	Thursday 16 <sup>th</sup> June 2011	Post Traumatic Stress Disorder: State of the Art CBT Treatment	Prof Anke Ehlers	
10	Thursday 23 <sup>rd</sup> June 2011	Body Dismorphic Disorder: State of the Art CBT Treatment	Dr David Veale	
11	Thursday 30 <sup>th</sup> June 2011	Transdiagnostic Approaches to Treating Anxiety Disorders	Dr Freda McManus	
12	Thursday 29 <sup>th</sup> September 2011	Rumination focused CBT for Depression	Dr Stirling Moorey	
13	Thursday 6 <sup>th</sup> October 2011	Insomnia: State of the Art CBT Treatment	Prof Colin Espie	
14	Thursday 13 <sup>th</sup> October 2011	Personality Disorders: a unified CBT approach	Henck van Bilsen	
15	Thursday 20 <sup>th</sup> October 2011	Compassionate Mind in CBT	Dr Deborah Lee	
16	Thursday 27 <sup>th</sup> October 2011	Low Self-Esteem and Depression: State of the Art CBT Treatment	Dr Melanie Fennell	
17	Thursday 3 <sup>rd</sup> November 2011	Chronic, Treatment Resistant Depression: State of the Art CBT Treatment	Dr Chris Irons	

Workshop Fees: £125 per person per workshop or £100 per person when 4 or more workshops/places are booked & paid for at the same time

\* Please note that it is £150 to attend the workshop on 20<sup>th</sup> May 2011, and is not included in the above offer.

**PERSONAL DETAILS:**

**Surname:** ..... **Title (Dr/Mr/Mrs/Ms etc):** .....

**Forename(s):** ..... **Date of Birth (DD/MM/YY):** .../.../....

**Job Title:** .....

**Address (Home):** ..... **Address (Work, if not self-funding):**

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.....  
.....  
.....

**Tel No:** ..... **Tel No:** .....

**Mobile No:** ..... **Email:** .....

**How did you find out about the Workshops?:** .....

**Car Registration Details** (for Parking Access on the day/s)

**Registration Plate:** .....

**Accommodation:** Unless otherwise stated, all courses are non-residential. On site accommodation is charged at an additional cost and is subject to availability. All accommodation is en-suite with TV, telephone and tea/coffee making facilities. Please contact Reservations on 01892 507630 to arrange accommodation.

<b>Authorisation</b>
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**Source of Funding** (*please circle*): SELF / SPONSORED

**Please give details of sponsored funding arrangements, if applicable:**

**Name of Trust / Sponsor:** .....

**Name of Authorised Fund Holder\*:** .....

**Signature of Authorised Fund Holder\*:** .....

**Address for invoice to be sent to:** .....

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**Amount: £**..... **Purchase Order No:** .....

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*\*Please ensure you have the correct authorised signature, as incorrect forms will be returned. If you are unsure who your authorised fund holder is, please check with your line manager.*

**I accept Canterbury Christ Church University's Terms of Business attached.**

**Signature:** .....

(Delegate – if self funding, or Delegate's Manager)

<b>What To Do Next</b>
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**Please detach and retain the Terms of Business and return the Booking Form to:**

Anne Arthur  
Department of Applied Psychology  
Canterbury Christ Church University  
Salomons Campus at Tunbridge Wells  
Broomhill Road  
Southborough, Tunbridge Wells  
Kent TN3 0TG

If you have any queries please contact Anne Arthur on 01892 507577, or email her at [anne.arthur@canterbury.ac.uk](mailto:anne.arthur@canterbury.ac.uk)

## SHORT COURSE Terms of Business

### 1 CONTRACT

An unconditional confirmation in writing is required, be it in the form of a purchase order, or a completed, signed booking form. This is regarded as acceptance of our Terms of Business which apply from the date of this correspondence, to the exclusion of any others.

### 2 PAYMENT

Payment shall be by cash, banker's draft or such credit cards as are recognised by Canterbury Christ Church University. Canterbury Christ Church University reserves the right to require payment in whole or in part in advance prior to the delegate attending the course or event, the amount of which will be determined by Canterbury Christ Church University. Should the delegate fail to pay any requested advance payment by the specified date, Canterbury Christ Church University will treat the booking as having been cancelled by the delegate.

### 3 PRICES/INVOICING

**Invoices** will be submitted on completion of the event or in accordance with specific billing arrangements agreed between Canterbury Christ Church University and the delegate. Payment is due thirty days from the date of the invoice.

**Outstanding Invoices** - Canterbury Christ Church University reserves the right to charge interest on overdue accounts at 2% above the Lloyd's TSB's Base Rate and to take legal action where necessary to recover the debt.

### 4 CANCELLATION

a) If the delegate cancels a booking on a course or event, the following charges may be imposed at Canterbury Christ Church University's discretion.

For cancellations between four weeks and one week prior to the start date the charge will be 75% of the course fee.

For cancellations less than one week prior to the start date and for failing to attend, the charge will be 100% of the course fee.

b) In the case of a delegate cancelling, a nominated substitute may be made without any additional charge.

### 5 NON-ARRIVAL CHARGES

Bedrooms reserved in conjunction with a course or event and subsequently cancelled or not taken up will be subject to the cancellation policy set out in Clause 4.

6 The delegate will be liable for any expenditure incurred wholly or solely on their behalf in connection with the booking arrangements.

### 7 ALCOHOL POLICY

No Beers, Wines or Spirits may be brought into Salomons by delegates or guests for consumption on the premises.

### 8 DAMAGE

The delegate shall be responsible for any damage caused to the allocated rooms or the furnishings, utensils and equipment therein by any act, default or neglect of the delegate, or guests of the delegate and shall pay Canterbury Christ Church University on demand the amount required to make good or remedy any such damage.

**9 ADDITIONAL CHARGES**

The delegate shall pay Canterbury Christ Church University any charges incurred by them or their guests for any food and beverage or other services supplied extra to this Agreement.

**10 PERSONAL CONDUCT**

The delegate agrees to be bound by all reasonable instructions of authorised representatives of Salomons in relation to their personal conduct.

**11 CONFIDENTIALITY**

Canterbury Christ Church University undertakes to respect the delegates requirements for the confidentiality of information, including safeguarding of information about current, past or prospective employees.

**12 COPYRIGHT**

In respect of materials which attract copyright regulations, the delegate's attention is drawn to these regulations which must be adhered to. Permission must be obtained in writing from Canterbury Christ Church University prior to the use or reproduction of the materials.

**13 ADVERTISING**

A booking for any part of Canterbury Christ Church University accommodation, grounds or trading activities does not confer on a delegate or their agent any right to use Salomons name or Canterbury Christ Church University for advertising purposes. Any delegate or their agent must obtain consent from Canterbury Christ Church University before posting advertisements, direct mailing, or seeking media advertising or editorial coverage in the press, on radio or television or of any kind. Canterbury Christ Church University reserves the right to vet, amend or refuse the use of any poster, media statement or advertisement that refers to Canterbury Christ Church University, its premises, grounds, trading activities or any activity or event on Canterbury Christ Church University's premises.

**14 LIMITATION OF LIABILITY**

**14.1** Canterbury Christ Church University shall not be liable for any loss, damage or expense howsoever arising from any delay or failure of performance arising from circumstances beyond its reasonable control including, but not limited to, earthquake, flood, storm Act of God or of public enemies, national emergency, invasion, insurrection, riots, industrial disputes, boycott, interruption of services rendered by any public utility or interference from any government agency or official.

**14.2** All exclusions or limitations of liability are separate and severable.

**14.3** The above limitation will not apply insofar as any liability may not be excluded under the Unfair Contract Terms Act 1977.

**14.4** The delegate will fully indemnify Canterbury Christ Church University, its employees, agents, representatives and subcontractors against all claims howsoever by third parties (including the delegate's employees, agents, representatives, guests or subcontractors) or by any such employee, agent, representatives, guest or subcontractors in relation to the services provided (save to the extent of Canterbury Christ Church University's liabilities set out in this clause). For the avoidance of doubt, this indemnity extends to all contractual and tortious claims in any part of the world and includes claims in respect of property damage and personal injury or death arising from negligence.

**15** This Agreement does not affect any rights which Canterbury Christ Church University or others may have under the Hotel Proprietors Act 1956 where the Act applies.

**16** These Terms of Business are subject to revision at the discretion of the Management.