

LAW SOCIETY PROFESSIONAL TRAINING

Centre of Excellence for
Professional Education and Lifelong Learning



Booking / Profile Form

Name of Training Event: Time Management for Lawyers
Event Code: 19024

Welcome to your Law Society Professional Training programme. We ask you to complete this Form where you will share certain personal details. At the end of your training programme you will be asked to complete a Reaction to Learning Form. The data you provide is invaluable to our continued efforts to provide a wide range of relevant and desirable training programmes, to communicate with you, and to enable us to operate effectively.

Law Society Professional Training will comply with all applicable Data Protection Legislation in the processing of the information and personal data provided by you in this Form and the Reaction to Learning Form. Your data will be processed in line with our Privacy Statement which can be found at:

<https://www.lawsociety.ie/globalassets/documents/lspt/Privacy-Statement-LSPT-Finuas-Skillnet.pdf>

Your information will be shared with third parties in certain specific circumstances:

- 1) for the purposes of delivering our professional training
- 2) for the purposes of furnishing details to the CPD Scheme section to prove your attendance at our training
- 3) for the purposes of securely storing participant information with our IT services provider
- 4) for the purpose of conducting surveys to evaluate the quality and impact of the programmes delivered by us

Should you have any queries in relation to this information please email: lspt@lawsociety.ie

Section A: TO BE COMPLETED BY ALL PARTICIPANTS

First Name _____ **Surname** _____

Phone number _____ **Email address:** _____

Solicitor number _____ **Firm name** _____

Firm address _____

If you have any special dietary requirements, please specify: _____

Signature: _____ **Date:** _____

If you wish to receive ongoing course notifications, please tick the box provided

Section B: PAYMENT DETAILS

Fee: €186 Discounted* Fee: €160 (*Law Society Finuas Skillnet members)

I enclose a cheque in the sum of € payable to the **LAW SOCIETY PROFESSIONAL TRAINING**

You are authorised to charge to my credit card €

Card No: Expiry Date: /

CVV2*: MASTERCARD VISA OTHER _____

*(last 3 digits of security code on reverse of card)

Cardholder's Signature: _____

Please indicate where you heard about this event? Please circle where relevant
Law Society website, Professional Training Brochure, Gazette, Social Media,
Other (please state) _____

The Law Society Professional Training team reserve the right to cancel a training event due to unforeseen circumstances or substitute speakers without prior notice.

Payment: Payment must accompany registration and be made by cheque or credit card. Please make sure all cheques are made payable to the **Law Society Professional Training**.

Cancellation: Cancellations must be received in writing (email accepted) three working days before the training event. Cancellations received after this will incur the full training event fee. In this instance a copy of the materials will be posted out following the training event.

Substitute Attendance: If you are unable to attend the full day, a substitute from your firm may attend in your place. Please inform us of any changes in advance of the commencement of the training event. Substituted attendance shall only apply where you cannot attend the full day. Half-day substitution is not permitted.

Acknowledgement of Registration: If you have not received acknowledgement of your training event registration one week before the training event, please telephone the Law Society Professional Training Team on **01 881 5727** or by e-mail: lspt@lawsociety.ie

CPD Hours: The number of hours indicated in Law Society Professional Training brochures, are intended as a guide only. Actual attendance at training events should only be claimed as part of your requirement.

Contact Details: Please return all completed forms to Law Society Professional Training Team, Law Society of Ireland, Blackhall Place, Dublin 7, DX 79 Dublin **Tel:** 01 881 5727 **Fax:** 01 672 4890 Email: Lspt@lawsociety.ie Website: www.lawsociety.ie/Lspt

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