



Booking / Profile Form

Name of Training Event: The In-House and Public Sector Panel Discussion 2019 – Meyrick Hotel, Galway
Event Code: S1941

Welcome to your Law Society Finuas Skillnet training programme. This Participant Profile Form is used by the Law Society Finuas Skillnet and Skillnet Ireland to collect profile information relating to participants on training programmes partially or fully-funded by Skillnet Ireland from the National Training Fund through the Department of Education and Skills (DES).

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 Finuas Skillnet and Skillnet Ireland 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 Skillnet Ireland training programmes via the Law Society Finuas Skillnet
- 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 Law Society Finuas Skillnet. For such surveys, you may be contacted at some point in the future (no longer than 24 months following completion of your training either by telephone or email)
- 5) for the purpose of providing the Department of Education and Skills (DES) with statistical information to help inform national policy in relation to skills. Only aggregated and statistical data will be reported to the DES.

Should you have any queries in relation to this information please email: finuasskillnet@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: €65

I enclose a cheque in the sum of € _____ payable to the **LAW SOCIETY FINUAS SKILLNET**

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 Finuas Skillnet Team reserves 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 Finuas Skillnet ONLY**.

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 Finuas Skillnet Team in Dublin on **01 881 5727** or by e-mail: Finuasskillnet@lawsociety.ie

CPD Hours: The number of hours indicated in Law Society Finuas Skillnet 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 Finuas Skillnet Team, Law Society of Ireland, Blackhall Place, Dublin 7. DX 79 Dublin **Telephone:** 01 881 5727 **Fax:** 01 672 4890 **Email:** Finuasskillnet@lawsociety.ie **Website:** www.lawsociety.ie

For further information on Skillnet Ireland please visit www.skillnetireland.ie

Law Society Finuas Skillnet is co-funded by Skillnet Ireland and member companies. Skillnet Ireland is funded from the National Training Fund through the Department of Education and Skills.



An Roinn Oideachais agus Scileanna
Department of Education and Skills

