

**MEE Foundation Programme Evaluation Years 1 & 2
National Trainee Doctor Discussion Sessions
May 2010**

BOOKING FORM

To reserve a place at any of the five events listed below, please complete and return this form by **19 April 2010** by email to meefoundationprogrammetraineesessions@dh.gsi.gov.uk

You will receive an email from us confirming reservation to your selected session.

Each event will run from 18.00 - 21.00. Refreshments will be served from 18.00 for an 18.30 start. (A light buffet will be served in the middle of the session)

4 May	The Commonwealth Club, 25 Northumberland Ave, London, WC2N 5AP
6 May	City Inn, 1 Auburn Street, Piccadilly Place, Manchester, M1 3DG
17 May	Copthorne Hotel, Paradise Circus, Birmingham, B3 3HJ
19 May	The Commonwealth Club, 25 Northumberland Ave, London, WC2N 5AP
20 May	The Queens Hotel, City Square, Leeds, LS1 1PJ

Attendee Details	(first name)	(last name)
Position/Job Title		
Training Programme (trainees only) e.g. F1, F2, ST1, CT1, GP, FTSTA1 etc		
Employer/Organisation (in full)		
Email Address		
Contact number	(work)	(mobile)
	(pager)	
First Venue Preference		
Second Venue Preference (if first preference is full)		

Please indicate below any special requirements, such as dietary requirements or disability access:

Travel Expenses

Travel expenses will only be paid via your employer. On confirmation of your booking a purchase order will be raised with your employer and following your attendance, it will be your responsibility to ensure your employer sends MEE an invoice (with a copy of your travel receipts) to receive payment. Please ensure your employer is aware of this claiming process.

Thank you for completing this booking form