

## Social media for professional firms

### Delegate Joining Instructions

Thank you for booking to attend this event, we hope you find it an enjoyable learning experience.

Please read the following information carefully.

- Event Venue:** 527 Owen Peak Lecture Theatre - The Owen Building  
Sheffield Hallam University  
Howard Street  
Sheffield  
S1 1WB
- Map:** [Map to venue](#)
- Transport:** The recommended car park to use when visiting the venue is the 'Q car park' on Arundel Gate, click [here](#) for directions.
- Date:** 14 November 2012
- Times:** 18:00 – 18:30 Registration and networking  
18:30 – 20:00 Presentation
- Contacts:** Prior to the event [email](#) or call +44 (0)1628 427 340  
On the day of the event call **Pauline Crossley +44 (0)7826596731**

**Please note:**

- If you have any specific dietary requirements please email [CIM Events](#)
- To aid networking on the evening, a delegate list will be available to view.
- Videos/photographs may be taken during the event for CIM marketing purposes. If you do not wish to appear on such materials, please contact us prior to the event.
- CPD certificates and feedback questionnaires will be sent by email following the event, so please make sure we have your correct email address.
- Please notify us if you cannot attend the event.
- The Institute reserves the right to charge delegates who do not attend without giving us email notification at least 24 hours prior to event.
- If you are a non-member and would like to receive further information about Region and Branch events, please email the [CIM Events](#).