

Building credibility in the boardroom

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: Room 2.42, Second Floor,
Manchester Business School, East Building
Booth Street West
Manchester
M15 6PB

Map: [Map to venue](#)

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 **Stacy Hurley +44 (0)7795 682 774**

Please note:

*******Upon arrival, please ask a member of staff based at the buildings reception desk for directions to the room that the event is taking place in*******

- 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](#).