

Your online personality 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: The Bar
The Leeds Club
3 Albion Place
Leeds
LS1 6JL

Map: [Map to venue](#)

Transport: If driving to the event, the venue provides a visitors' discount for the two nearby NCP car parks at The Core or West Riding House, which allows you to park until midnight for only £6.50. Please ask for a discount card at the venue reception. The event venue is also only seven minutes' walk from Leeds' mainline train station.

Date: 17 October 2012

Times: 08:00 – 08:15 Registration
08:15 – 08:45 Breakfast will be served
08:45 – 10:00 Presentation

Contacts: Prior to the event [email](#) or call +44 (0)1628 427 340
On the day of the event call **The Leeds Club on +44 (0) 113 388 2800**

Please note:

- If you have any specific dietary requirements please email [CIM Events](#)
- To aid networking on the morning, 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](#).