

## **Business, the arts and corporate social responsibility 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:** Dickinson Dees  
St Ann's Wharf  
112 Quayside  
Newcastle upon Tyne  
Tyne and Wear  
NE1 3DX

**Map:** [Map to venue](#)

**Date:** 8 February 2012

**Times:** 18.00 - 18.30 Registration, networking and light buffet  
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 **Sue Squires** on **+44 (0)7778 414640**

### **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.
- In addition presentation slides/supporting materials, where available, will be sent after the event direct from the speaker. Please make sure you have ticked the presentation box upon registration for us to be able to pass on your 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](#).