

Training Course booking Procedure

In our endeavour to provide a quick and efficient service to alphacam training customers, the following sets out the procedure for booking places on an alphacam training course.

1 The current training price guide is also available in pdf format and can be downloaded from the Licom web site www.alphacam.com.

2 Using the Training schedule select the preferred courses.

NOTE

Second place discount is only available to attendees on the same course.

3 Contact the alphacam training department on 024 7671 3434.
To check availability of course places and request a booking form.
This will be faxed to you with the course details completed.
A Location Map and Accommodation list will be included.

4 Upon receipt of the booking form, check the details, and fill in the requested information; Trainee Names, Order Number, Authorising Signature and Date

5 IMPORTANT Fax back the training Booking Form.

YOU WILL NOT BE REMINDED.

IT IS YOUR RESPONSIBILITY TO RETURN THE BOOKING FORM(S)

Unconfirmed Places will only be held for 7 days

6 A confirmation letter will be faxed to you within two working days.
Where appropriate this will include a course syllabus.

If you do not receive a confirmation letter within two working days contact the training department ASAP and re fax your booking form.

7 Licom Accounts will be notified and where appropriate an Invoice will be sent.

Fees MUST be paid 14 days prior to the training course Start date

8 Trainees MUST bring the training course confirmation letter when attending the training course.

Trainee names can be specified as TBA if they are not known at the time of booking.

Attendees may be substituted up to the commencement of the course.

NON-attendance will be subject to a cancellation charge.

Licom reserve the right to apply cancellation charges if written notification is not received in accordance with the schedule below:

14 days prior to the course start date	-	-	No Charge.
Between 14 and 3 days prior to the course start date	-	-	25% of course fees.
Less than 3 days prior to the course start date	-	-	100% of course fees.

Grants are available from both Local government and the EU for training and re-training of staff. Contact your local Training and Enterprise Council, Department of Employment or Chamber of Commerce, to find out what is available in your area.

When booking multiple courses it is your responsibility to ensure a suitable time between courses and the trainees have time to assimilate and put into practice what has already be learnt.

Local Accommodation

H1 HOLIDAY INN EXPRESS

Kenpass Highway, Coventry, CV3 6PB

phone (024) 7641 7555.

A complimentary buffet breakfast is provided and restaurant facilities are in the adjacent Harvester Restaurant.

The following hotels are situated in and around the Coventry area.

H12	Ramada	0870 890 3722
H3	Hotel Leofric	(024) 7622 1371
H4	(IBIS) Coventry south	(024) 7663 9922
H5	(IBIS) Coventry St Johns	(024) 7625 0500
H6	Campanille	(024) 7662 2311
H7	Travel Inn	(024) 7663 6585
H8	Allesley Hotel	(024) 7640 3272
	The Brooklands Grange Hotel	(024) 7660 1601
	Merrick Lodge Hotel	(024) 7655 3940
H9	Courtyard by Marriott	(024) 7301 585
	The Stonebridge Manor Hotel	(024) 7640 3835
	Forest of Arden Hotel	(016) 7652 2335
H10	The Chase Hotel	(024) 7630 3398
H11	The Village Hotel	(024) 7671 9000

In order to get the Licom rate it should be asked for at the time of booking

See map reference **H1-11** for hotel locations.

**Where Possible Only one car per company should be used,
when visiting Licom House as parking space is limited.
Please leave other cars at the hotel.**

Location Map

