

Spring Season 2010 (February-June)

CPD  
Hours



legal-island

# Programme of Events



Legal-Island – one of the leading organisers of employment law and HR training in Northern Ireland. We are pleased to present our programme of events for our Spring Season 2010. From generalist courses to specialised events, there's something for everyone concerned with the world of work and the law that governs it in Northern Ireland.

In association with

**Telegraph**

and

**caRecall**

**Early Bird Offer!**  
up to £100 off  
each event booked  
by end of January 2010!

See our full programme of events for 2010 at [www.legal-island.com](http://www.legal-island.com)



**Legal-Island** has quickly developed into the leading information and training provider on employment law issues throughout the island of Ireland. For 2010 we have many events planned to help practitioners and HR professionals in Northern Ireland and the Republic of Ireland keep on top of key issues relevant to the world of work.

## But what makes our events different to others?

### We think it's these factors:

**Quality** – we're proud of the quality of events we organise. Our goal is to produce first class speakers, materials and presentations every time. This commitment means that we constantly strive to provide those attending with a service few other companies can match.

**Knowledge/Expertise** – Northern Ireland experts for Northern Ireland subjects – unlike many other companies we only use experts familiar with the Northern Ireland legal system, unless clearly stated otherwise. Delegates can be confident therefore that all information delivered will be relevant to this jurisdiction and speakers will be fully aware of the important differences between the law here and in Britain – differences that are increasing under devolved powers for employment and learning.

**Information** – we provide delegates with an unrivalled supply of accurate, up to date information and reference materials. This takes the form of extensive notes which are often complemented by case studies, exercises and information posted on our website or delivered through our email service. Many of our events also feature follow up information, including delegate feedback from the day together with further reading and links to websites relevant to the event.

**Networking** – each event is designed to facilitate networking and provides an opportunity to meet peers, talk to speakers informally and share knowledge and experience relevant to employment law and the workplace.

**CPD Training** – a certificate of attendance is available for all event participants. These can be used to help claim relevant CPD Hours as well as compile a portfolio of training undertaken with Legal-Island.



## Early Bird Booking Offers!

Book any of the events in this brochure on or before 31 January 2010 and receive a discount of up to £100 +VAT on the published prices.

### Here's how it works:

Type of Event	Normal Price	Discount <i>if booked by 31 January 2010</i>	You Pay
Full Day Conference	Full Rate: £455 +VAT *Charity Rate: £364 +VAT	<b>£100 +VAT</b>	Full Rate: £355 +VAT Charity Rate: £264 +VAT
Full Day Legal Event	Full Rate: £429 +VAT Charity Rate: £342.20 +VAT	<b>£75 +VAT</b>	Full Rate: £354 +VAT Charity Rate: £267.20 +VAT
Full Day Workshop	Full Rate: £295 +VAT Charity Rate: £236 +VAT	<b>£50 +VAT</b>	Full Rate: £245 +VAT Charity Rate: £186 +VAT

# Section 75: Guiding you through the New Equality Agenda

## What is this Workshop About?

The Equality Commission for Northern Ireland planned to release guidance on the new procedures for Section 75 in the autumn of 2009 but publication has been delayed. We anticipate that the new guidelines will be very different from the previous guidelines. There is likely to be greater emphasis on corporate planning cycles, monitoring, reviews and action plans.

## What are the Workshop Objectives?

You will get an opportunity to gain insight into the new guidelines being proposed by the Equality Commission. The participants will be able to compare and contrast the new duties against the old format and to discuss the impact of the changes on your organisation. A Q&A session will allow you to air all your equality issues.

## Workshop Overview

- **Section 75 of the Northern Ireland Act:** This session will provide an overview on the new Section 75 guidance produced by the Equality Commission
- **Equality Schemes and Reviews:** An easy to understand step by step guide through the new Equality agenda – what will it mean to you?
- **Equality Action Plans:** This session will take a look at the new requirement to produce Equality Plans
- **Equality Audits:** This session will take a look at the new requirement to produce Equality Audits
- **Monitoring:** Effective Monitoring is likely to be the new equality buzz word. This session will explore the monitoring guidance and how to use it effectively
- **Consultation Methods:** Top tips on effective equality consultation methods
- **Equality And Corporate Planning Cycles:** This session will address the need to place Equality at the heart of the corporate cycle

## Who Should Attend?

- Human Resource professionals, solicitors and policy makers who work in or advise the public sector and want to get up to speed with the Equality agenda

## Duration ~ Date ~ Location

Full Day Workshop: 9.30am - 4.30pm

Tuesday 16th February 2010

Legal-Island Training Centre, Antrim

Thursday 11th March 2010

Hilton Hotel, Lanyon Place, Waterfront, Belfast

## Facilitator

Stella Gilmartin ~ Gilmartin Consulting

**Cost** Full Rate: £295 +VAT ~ Charity Rate: £236 +VAT

**Note:** This workshop is timed to coincide with the release of the new ECNI guidance on Section 75. Should publication be further delayed the event may be changed to a more suitable date(s).

Stella Gilmartin, Director Gilmartin Consulting, is a leading Equality and Diversity Specialist in Northern Ireland. She has over 15 years experience in working with managers and staff on equality and diversity issues in Local Government and the Voluntary and Community sectors. She has particular expertise in gender development, work life balance and disability issues. Since establishing Gilmartin Consulting in September 2008 she has built up a strong client base that includes local authorities, NDPBs and private sector organisations.

# Redundancy Selection: A Practical Guide

## What is this Workshop About?

Re-organise, downsize, rightsize; call it what you will but many organisations in these tough times have to change the size of their workforce. If you get it right you will be in a better position to progress. If you get it wrong you will add to your woes. This full-day event explains the law relevant to this area but the main focus is on practical advice on how to manage redundancy situations.

## What are the Workshop Objectives?

As a result of attending this workshop you will:

- Understand the law relating to redundancy & re-organisation in Northern Ireland
- Receive instruction on latest case law applicable to this area from a leading employment lawyer
- Become familiar with the duty to offer alternative work and just what this entails
- Work through common scenarios with an expert HR practitioner who has experience of handling redundancy situations
- Use template documents that may be customised for your workplace
- Gain from the views and comments on the topic from other delegates in attendance
- Leave the course feeling confident you can handle a redundancy & re-organisation exercise at work

## Workshop Overview

The first of the morning sessions considers the legal aspects of redundancy situations. The bulk of the day will be given over to working through practical scenarios covering:

- Planning and executing a redundancy programme
- Deciding on selection criteria
- Deciding redundancy terms (& negotiation strategy) and calculating payments
- Timetables
- Communication plans
- Consulting with staff and staff representatives
- Support structure for employees
- Contingency planning
- Outplacement

## Who Should Attend?

- HR Professionals
- Managers
- Operations Directors
- Anyone who may have to manage or make decisions in a redundancy exercise at work

## Duration ~ Date ~ Location

Full Day Workshop: 9.30am - 4.30pm

Thursday 18th February 2010

Legal-Island Training Centre, Antrim

## Facilitators

Joanna White ~ Arthur Cox Solicitors

Emer Hinphay ~ ThinkPeople

**Cost** Full Rate: £295 +VAT ~ Charity Rate: £236 +VAT

Joanna is a co-writer of Legal-Island's popular "First Tuesday" feature in our employment law email update service.

Emer is an HR Consultant, with extensive experience of redundancy exercises and co-writes the "HR Clinic" for our HR Email Service.

# Essentials of Employment Law

## What is this Event About?

How often have managers heard the phrase, "I know my rights"? Every one of us is governed by myriad employment rights and obligations. This **best selling** course sets out the important ones in easy to understand sections and explains how the law of contract binds these rights and obligations together.

## What are the Event Objectives?

This event is a comprehensive overview (and has equally comprehensive notes) on the main employment laws that apply in Northern Ireland, such as family-friendly rights, holiday entitlement, discrimination and dismissal law, and employment protection rights. Your understanding of these employment laws will be reinforced through group exercises.

## Event Overview

- Sources of Modern Employment Law (from contract law to EU Directives)
- The Nature of the Contract of Employment (including employment status and implied/express terms)
- Duration of Employment (including flexible working, NMW and leave entitlements)
- Equality & Discrimination Issues (including all main rights plus fixed term and part-time working)
- Disciplinary & Grievance Issues (including statutory procedures and internal rules)
- Terminating the Employment Contract (including contractual issues, unfair dismissal rights, redundancy and other termination payments)

## Who Should Attend?

- HR professionals or other managers who want to know more about employment law, as well as solicitors looking to move into this field

## Duration ~ Date ~ Location

Full Day Legal Event: 9.30am - 4.30pm  
Wednesday 10th March 2010  
Hilton Hotel, Lanyon Place, Waterfront, Belfast

## Speakers

Jenine McCourt ~ Rosemary Connelly Solicitors  
Rebecca McCourt ~ PricewaterhouseCoopers LLP  
Lisa Tracey ~ Employment Solicitor

**Cost** Full Rate: £429 +VAT ~ Charity Rate: £342.20 +VAT

"The event was very relevant to my role and the notes attached are excellent references for the future."

**Cynthia Crutchley**  
Senior HR Manager  
Belfast HSC Trust

# Discipline & Underperformance at Work

## What is this Workshop About?

Nobody should like doing it, but discipline is a part of working life. Managers who get the process wrong create problems and costs. This event shows you how to operate procedures appropriately and how to boost performance.

## What are the Workshop Objectives?

This workshop combines practical advice and exercises on discipline at work. Template letters and other materials compliant with the statutory dismissal procedures are used in this event.

## Workshop Overview

- Putting Discipline/Dismissal into the Legal and Contractual Context – What might happen if you get things wrong – an overview of applicable legislation, Tribunal Claims, potential outcomes and awards
- Getting the Best from Employees – Setting organisational rules and standards – what are "acceptable" standards? What is "underperformance"? Managing minor misconduct issues and putting informal corrective action measures into place. Handling underperformers; what initial steps should the manager be taking; focusing on guidance and support to rectify problems; what if that approach fails?
- Moving to the Formal Process – Understanding when and how the Statutory Dismissal and Disciplinary Procedures apply and implications of non-compliance
- Three Applied Case Studies – Misconduct, Absenteeism and Underperformance. Each case study looks at an investigation of the facts; drafting letters requiring attendance at meetings; conducting the meeting; deciding on appropriate outcomes taking into consideration all relevant circumstances; and the appeal process
- Intervening Grievances – Handling grievances made during the disciplinary process including allegations of bullying and harassment; operating parallel statutory procedures
- Summary and Action Plans

## Who Should Attend?

- Anyone who has responsibility for carrying out or advising on disciplinary or performance processes

## Duration ~ Date ~ Location

Full Day Workshop: 9.30am - 4.30pm  
Thursday 11th March 2010  
Hilton Hotel, Lanyon Place, Waterfront, Belfast

## Facilitators

Lorraine Toolan ~ EEF  
Scott Alexander ~ Legal-Island

**Cost** Full Rate: £295 +VAT ~ Charity Rate: £236 +VAT

## Like what you see?

Legal-Island will also be running the complementary workshops:

- Managing Underperformance in the Public Sector
- Delivering Professional Workplace Investigations

These workshops are on Tuesday 25th & Thursday 27th May 2010 respectively. See page 7 for details.

# Preparing for an Industrial Tribunal: Mock Tribunal

## What is this Workshop About?

Industrial tribunals are frightening for the uninitiated and far more formal than they were intended to be when created. Participants who fail to prepare might as well prepare to fail, as the saying goes. This workshop is a realistic mock tribunal designed with inexperienced employers and other witnesses in mind.

## What are the Workshop Objectives?

Delegates will gain confidence from observing or taking part in a mock tribunal case, chaired by an experienced tribunal Chairman. The morning sessions allow delegates to prepare for the 'live' afternoon sessions, by studying 'real' applications and response forms and many background papers, with the support of experts.

## Workshop Overview

- For Employers and Other Witnesses – A Mock Tribunal from Start to Finish\*
- Explanation of the Format, Background to the 'Case' and Allocating Roles
- Responding to a Claim – Meeting with your Representative, Providing Information and Making Witness Statements
- Conciliation in Employment Cases – Listen & Learn
- Outside the Hearing – What to expect on the day
- Inside the Hearing – From Oath to Cross-examination
- Inside the Hearing – Summing-up and Case Stating
- Reaching a Decision – Understanding Likely Awards and Costs, Feedback

\* Note: Employers will be guided by an ex-industrial tribunal Chairman, Martin O'Brien; employment lawyer, Orlagh O'Neill; and Maxine Murphy-Higgins, a senior manager from the Labour Relations Agency, but some may be asked to volunteer for role-playing parts. The bulk of the afternoon will be taken up by the mock tribunal hearing.

## Who Should Attend?

- This workshop is aimed at employers and witnesses who would like to experience a realistic tribunal process in a relatively safe environment

## Duration ~ Date ~ Location

Full Day Workshop: 9.30am - 4.30pm

Thursday 25th March 2010

Corr's Corner Hotel, Ballyclare Road, Newtownabbey

## Trainers & Facilitators

Maxine Murphy-Higgins ~ Labour Relations Agency

Martin O'Brien BL ~ Barrister and Ex-Industrial Tribunal Chairman

Orlagh O'Neill ~ Partner, Napier and Sons

**Cost** Full Rate: £295 +VAT ~ Charity Rate: £236 +VAT

## Worried about attending a Tribunal?

# This is THE event for you!

The Belfast Telegraph and Legal-Island present:

# The Northern Ireland HR Conference 2010

## What is this Conference About?

Northern Ireland's leading newspaper has teamed up with Northern Ireland's leading HR and employment law training provider to produce what we think will be the premier HR event in Northern Ireland – this year and every year.

## Conference Overview

This event has three panel discussions in the morning. Afternoon sessions give delegates a choice from a series of practical workshops and presentations on topical HR issues.

- In the first panel discussion three speakers consider issues of vital importance on how your organisation is perceived by the outside world and what you can do internally to influence those external perceptions.
- In the second panel discussion three speakers consider how operating in a global economy has impacted on their organisation and how they carry out their functions.
- In our third panel discussion two senior professionals consider decision-making processes in the face of public scrutiny in Northern Ireland. Judith Gillespie, Deputy Chief Constable PSNI, considers the topic of "Interim Judgement" in our highest-profile organisation and Pauline Shepherd, Director of Human resources at NI Water, focuses on HR's input to modernisation: re-structuring, re-skilling and driving high performance to deliver customer services.

One of our keynote speakers, Judith Gillespie, Deputy Chief Constable PSNI, considers the topic of "Interim Judgement: You have to run the highest-profile organisation in Northern Ireland whilst awaiting the appointment of a permanent superior officer. A mistake could ruin reputations and make life very difficult for the new boss. What do you do, knowing that the cameras are on you?"

## Who Should Attend?

- This conference is an essential event for HR professionals and other people managers who want to get the best out of the best human resources available in these recessionary times and who want to improve their own performance.

## Duration ~ Date ~ Location

Full Day Conference: 9.30am - 4.30pm

Thursday 22nd April 2010

Ramada Hotel, Shaws Bridge, Belfast

## Multi Speaker Conference

Organisations confirmed to speak include: Northern Ireland Water, B&Q, Bank of Ireland, Caterpillar, Randox Laboratories and DEL. Full details to follow in a separate brochure. Go to [www.legal-island.com](http://www.legal-island.com) for latest news.

**Cost** Full Rate: £455 +VAT ~ Charity Rate: £364 +VAT

Supported by:

Carson  
McDowell

GREAT  
PLACE  
TO  
WORK®  
INSTITUTE 

PARITY

  
caRecall

Belfast  
Telegraph

# NI & Irish Employment Law: A Comparison

## What is this Event About?

Many organisations have employees in both Northern Ireland and the Republic of Ireland. A common misconception is that employment law in both jurisdictions is broadly similar. In fact in many areas the law relevant to the workplace (including redundancy and lay-off entitlements) is very different.

## What are the Event Objectives?

Extended from a half to a full day due to customer demand, this event is designed to consider and compare the key components of employment law in Northern Ireland and the Republic of Ireland. The speakers are renowned employment law experts with experience of employment laws in both jurisdictions. The notes are extensive and comprehensive. (Group case studies, Q&A and a comparative employment law quiz will help reinforce learning.)

## Event Overview

- A simultaneous outline of the respective explanation of employment law in each jurisdiction
- Employment law essentials in both jurisdictions – An overview of the laws that govern the employment relationship including: recruitment, the contract of employment, minimum wage, hours of work, notice, annual leave, public holidays, notice periods, sick leave, pension, etc.
- Employment Equality – An explanation of the respective legislative provisions in each jurisdiction in the area of employment equality with an emphasis on the key differences between them
- Unfair Dismissal – including a special comparison of redundancy issues
- Protective Leave in both jurisdictions – An overview of the similarities and differences in the various types of leave in both jurisdictions including maternity leave, adoptive leave, paternity leave, parental leave, carer's leave, force majeure leave and requests for flexible working.
- Employment Forums in both jurisdictions
- Comparative Employment Law Exercise, Q&A and case studies are integral to this course

## Who Should Attend?

- It will suit all those in HR and management who need knowledge of employment law in both jurisdictions, as well as NI-based solicitors who need an appreciation of Republic of Ireland laws

## Duration ~ Date ~ Location

Full Day Event: 9.30am - 4.30pm  
Thursday 13th May 2010  
Hilton Hotel, Lanyon Place, Waterfront, Belfast

## Speakers

Ciara Dooris ~ Tughans, Belfast and Derry/Londonderry  
Paul Joyce ~ Free Legal Advice Centre, Dublin

**Cost** Full Rate: £429 +VAT ~ Charity Rate: £342.20 +VAT

## Do you know?

- How reciprocal statutory sick pay schemes work?
- The differences between compensation levels for redundancy pay, unfair dismissal or equality claims?
- Republic of Ireland employees may take over two years' leave from work under statutory rights?

Find out more at this unique event!

# Employment Laws in the Public Sector

## What is this Event About?

The public sector is a very different animal to the private sector. It is governed by different standards, different laws, and different rules and has a different culture. Public sector managers don't need to know much about many employment laws but they need to know about the ones that impact directly in Northern Ireland. And they need to know about other laws that impact on how they do their work.

## What are the Event Objectives?

This course is designed to focus on the most important employment laws impacting on public sector employment, to bring delegates up to speed with the essential laws. Comprehensive notes for future reference are guaranteed, together with a large panel of expert speakers.

## Event Overview

- Human Rights Act in Public Sector Employment
- The Application of E.U. Employment Directives in the Public Sector
- Negligence Claims against Public Servants
- Handling Difficult Customers and Clients – How far can employees go and what constitutes abuse?
- Injury and Stress Claims by Public Servants
- Freedom of Information: Distinguishing a valid request
- Section 75 – Requirements to Promote Equality
- Data Protection: Minimising risks and protecting confidentiality
- Role of the Ombudsman in Public Sector Complaints

## Who Should Attend?

- Human Resource professionals, managers and solicitors who work in or advise the public sector and who want to get up to speed with key rights and responsibilities.

## Duration ~ Date ~ Location

Full Day Legal Event: 9.30am - 4.30pm  
Thursday 13th May 2010  
Hilton Hotel, Lanyon Place, Waterfront, Belfast

## Multi Speaker Event

**Cost** Full Rate: £429 +VAT ~ Charity Rate: £342.20 +VAT

*Note: Some specific topics on the day may vary from these shown in order to ensure the programme is particularly relevant at the time of the event.*

## Do you know?

Legal-Island provides a FREE HR email service that provides updates on topics essential for HR professionals. Written by Croner, ThinkPeople & many NI experts it is sent every Monday to subscribers.

**Just send YES to  
julie@legal-island.com  
and you too can receive  
our free emails.**

# Managing Underperformance in the Public Sector

## What is this Workshop About?

The public sector gets bad press regarding performance issues such as absence, failure to meet targets, take responsibility, be dynamic etc. However, there are things that managers can do to improve performance and motivation.

## What are the Workshop Objectives?

This course is interactive and focuses on the hard skills and soft skills managers need to get more out of underperforming employees. You will learn about both i.e. how to manage poor performers and those with "difficult" attitudes and how to deal sensitively with the multi-faceted and often problematic aspects of those who lack confidence but who could be excellent performers if given appropriate guidance and support. Where these approaches fail to work you will consider how best to progress matters more formally.

Case studies, templates and group exercises to reinforce learning are used throughout this workshop.

## Workshop Overview

Morning sessions will cover issues such as:

- Identifying limits of responsibility and authority
- What is "underperformance"?
- What are "acceptable" standards?
- What are "high" standards?
- Identifying motivators and demotivators for different types
- The value of effective appraisal

The afternoon sessions will focus on:

- Applying procedures or targets?
- Tightening/relaxing controls
- Dealing with "bad" attitude
- Gathering evidence and keeping records
- Taking the formal options
- Applying Action Plans

## Who Should Attend?

Line Managers/Officers in the public sector and others who wish to bring the best out of underperformers

## Duration ~ Date ~ Location

Full Day Workshop: 9.30am - 4.30pm

Tuesday 25th May 2010

Legal-Island Training Centre, Antrim

## Facilitators

Alistair Joynes ~ Alistair Joynes Associates

Scott Alexander ~ Legal-Island

**Cost** Full Rate: £295 +VAT ~ Charity Rate: £236 +VAT

## Like what you see?

Why not ask us to put this workshop on for you as a bespoke in-house training event?

# Delivering Professional Workplace Investigations

## What is this Workshop About?

Poor investigation skills lead to poor decisions and outcomes. This is a highly interactive programme that includes trainer-led input, practical exercises, role plays, group discussions and case studies to equip you in delivering professionally competent workplace investigations.

## What are the Workshop Objectives?

To be equipped to manage the risk posed by inadequate and/or biased investigations into grievances and disciplinary matters, identifying best practice methods and processes for use.

## Workshop Overview

- Practical knowledge and skills in applying a core approach to conducting formal investigations in the workplace
- More consistent and effective handling of difficult casework involving investigations into working relationships
- Process toolkit that will demonstrate fairness, rigor and sensitivity
- Basic understanding of report-writing and of presenting a report to a disciplinary hearing

*Note: Workshop notes include templates that may be used by participants after this event. No PowerPoint slides are used on this workshop and participants must engage in group exercises to maximise the value of the training.*

## Who Should Attend?

- Team Leaders, Middle/Senior Managers, Human Resource Personnel, Equality and Diversity Managers, Dignity at Work Advisers.

## Duration ~ Date ~ Location

Full Day Workshop: 9.30am - 4.30pm

Thursday 27th May 2010

Legal-Island Training Centre, Antrim

## Facilitator

Michele Groves ~ Charis Consultancy Services

**Cost** Full Rate: £295 +VAT ~ Charity Rate: £236 +VAT

Michele Groves is the founder of Charis Consultancy Services and is an award-winning trainer.

## Did you know?

You can stay up-to-date with changes to dispute procedures, Codes of Practice and Case Law, by subscribing to Legal-Island's unique NI employment law email update service?

See [www.legal-island.com](http://www.legal-island.com) for details.

When booking please remember to quote the booking code: **11/1/2010**

## Date ~ Location

Conference - Legal Event - Workshop

Date &amp; Location

## Your Details

Title (Mr, Mrs, Ms etc)  Name Job Title Organisation Name Organisation Address Postcode Telephone No Fax No Delegate Email Address 

An email address for the delegate is essential for purposes of pre & post conference learning as well as confirmation of booking. Legal-Island will not disclose your email address to any third party for whatever reason.

## Cost and Payment

Total Number of Employees in the Company Is your company a registered charity? Yes  No Charity Reg No Invoice Address (if different from above) Name of Accounts Payable Telephone No of Accounts Payable Purchase Order Number (if applicable) 

### Cost per delegate for these events

	Early Bird (up to 31/1/10 inclusive)	Normal Price (from 1/2/10)
Full Day Conference	Full: £355 +VAT *Charity: £264 +VAT	Full: £455 +VAT Charity: £364 +VAT
Full Day Legal Event	Full: £354 +VAT Charity: £267.20 +VAT	Full: £429 +VAT Charity: £342.20 +VAT
Full Day Workshop	Full: £245 +VAT Charity: £186 +VAT	Full: £295 +VAT Charity: £236 +VAT

Cost includes refreshments and comprehensive set of notes. Lunch will be supplied on full day events.

*For bookings of five or more people at any one event please contact NI Events Manager directly.*

Get the Early Bird Saving if you book on or before Sunday 31st January 2010

### Method of Payment

Cheque (payable to Legal-Island) ~ For credit card payments go to [www.legal-island.com](http://www.legal-island.com)

Please indicate if you have any special dietary, learning or access requirements.

### Terms & Conditions

A place will be confirmed via email on receipt of this signed booking form, which creates legally binding obligations for both parties irrespective of attendance on the day.

Please complete one form per delegate in capital letters. Please ensure a purchase order number is indicated if necessary. For collection of payment it is necessary to provide us with a contact name and number of your accounts payable department.

### Cancellations/Amendments

Cancellations will incur the following charges Over 28 days 15% of course fees 15-28 days 50% of course fees 1-14 days 100% of course fees.

Cancellations must be received in writing prior to the event. Substitute delegates can be used and names changed on the day. No transfer to future events is permitted.

Please note an admin charge of £50 is applicable for any permitted changes to bookings once confirmed including change of delegate name, re-invoicing or issuing of credit notes.

Please note that the content for each event published here is meant as a guide only and is subject to change. We reserve the right to amend a programme or cancel an event at any time for whatever reason.

\* All organisations with fewer than 50 employees or registered charities (registered at the time of booking) qualify for the charity rate. The number of employees includes all branches, subsidiary/parent companies, boards, trusts and federated organisations.

A certificate of attendance is provided within ten days of the event, which may be used to obtain CPD points where applicable.

**For full terms and conditions please check online at [www.legal-island.com](http://www.legal-island.com)**



Signature Accepting Terms of Booking

please return your completed registration form to

**The NI Events Manager, Island House, 5 Steeple Road, Antrim BT41 1DN****Telephone: 028 9446 3888 Fax: 028 9446 3516 Email: [events@legal-island.com](mailto:events@legal-island.com)**