

Guidance for Prospective Corporate Bookings

A corporate booking for ACPOHE courses involves the interested party (corporate host) paying upfront for the cost of the course and being responsible for the provision of the venue, the administration and the smooth running of the course.

A corporate booking is likely to save costs on delegate travel and may lead to cheaper course fees for the host organization, if the course is well attended.

A strict cancellation policy, along with specific terms and conditions exists, for which the host organization is responsible.

ACPOHE reserves the right to decline running Corporate Bookings due to lack of tutor availability, inappropriate facilities or if ACPOHE believes the course is not viable to run successfully.

ACPOHE requires the following from a host organization:

1. Suitable space and facilities are required for the course to run smoothly and safely. The size required is dependent up which course is running. Please liaise with the relevant course tutor if you are uncertain.
2. Power point projector, screen and suitable seating are required.
3. A documented risk assessment must be undertaken prior to the course start date and a copy of this assessment provided in advance to the lead tutor.
4. All administration of the course is the responsibility of the corporate host although ACPOHE will advertise course on the ACPOHE website, provide handouts and provide certificates of attendance.
5. Course fees charged to delegates must be in line with ACPOHE hosted courses.
6. Support during the course must be provided to course tutor from an internal representative to help with:
 - i. Meeting and greeting delegates
 - ii. Assisting with housekeeping and general support
 - iii. Providing access to building and locking up
 - iv. Assisting with delivery of loan equipment (if required)
 - v. Providing tea, coffee and biscuits throughout the course
7. Cancellation Policy
In the event of cancellation:
 - If cancelled more than 8 weeks before course date, 50% deposit is non-refundable.
 - If cancelled less than 8 weeks before course date – 50% deposit and any already incurred expenses payable.
 - If cancelled less than 2 weeks from the course date – 100% course fees and all expenses payable.

Please contact acpohe@buryphysio.co.uk to express an interest in Corporate Bookings. ACPOHE will then provide a quotation for this and discuss any other questions.

Thank you for your interest.