



# Professional Development Booking Form

To book ECTARC Professional Development (PD) please complete this form and email to [inservice@ectarc.com.au](mailto:inservice@ectarc.com.au). Contact will be made with you to discuss dates, times and further details. PLEASE NOTE THAT THERE IS A MINIMUM 4 WEEK BOOKING PERIOD.

For further information please call (02) 4223 1111.

Please note: lodgement of this form does not represent an agreement by ECTARC to provide the PD.

Contact Name: .....

Service/Organisation: .....

Type of Service: .....

Postal Address: .....

Phone: ..... Email: .....

Title of In-service: .....

Delivery:  FACE TO FACE  WEBINAR

Duration (face to face)  FULL DAY  HALF DAY  3 HOUR

Preferred time:  WEEKDAY  SATURDAY  EVENING

Your preferred dates for the PD: Preference 1: ..... Preference 2: .....

Your preferred times for the PD: Preference 1: ..... Preference 2: .....

Desired outcomes/topics you would like covered in this PD:  
.....  
.....

Number of participants: .....

To ensure venues meet COVID-19 space requirements, does the location allow for a minimum of 4m<sup>2</sup> per person (including ECTARC staff):  Yes  No Please provide details: .....

Is there parking available:  Yes  No Please provide details: .....

Equipment required at venue:  Projector/Smartboard  Screen/Wall  Other: .....

(If different from details above)  
Training venue address (face to face only): .....

Contact details for day of training: .....