

RIBA 

RIBA London

CPD Season

**RIBA CPD Core Curriculum
October to February 2007/8**



RIBA London CPD – Season 2

Following the hugely successful inaugural season of CPD seminars, we are pleased to announce RIBA London CPD Season 2. Our continuing strategy is to offer innovative CPD across all parts of the RIBA CPD Core Curriculum to our members in an affordable way.

There are 38 seminars, including three breakfast 'taster sessions' covering 31 different subjects at 11 different venues.

Club Membership is available again this year making pre-booking 12 hours of CPD for £270+vat so much easier. If you prefer to pay-as-you-go this option remains available at £30+vat per hour.

Club Membership is now much more flexible – the 12 hours of high quality CPD bought with a Club Membership can be shared amongst staff. Small practices and sole practitioners also benefit as you can share the hours between practices, sharing the cost.

RIBA CPD Core Curriculum

CPD (Continuing Professional Development) is about you. The RIBA understands the pressures you are under and has developed a core curriculum based on the essential skills you need in order to maintain competence and continue to deliver great architecture.

You must use at least half your minimum annual CPD hours (17½) to cover subjects in the RIBA CPD Core Curriculum syllabus, plus a further minimum of two hours on Health and Safety. The rest of your CPD remains up to you.

The RIBA CPD Core Curriculum brings clarity and a focus to your CPD attainment and is designed to be part of your annual CPD record which can be integrated into your CPD programme over time. The RIBA CPD team offer guidance and the RIBA regions and RIBA CPD Providers Network remain the recommended primary deliverers of high quality CPD.



The syllabus covers the following key areas:

Professional Context

This includes the study of architectural design, sustainability and accessibility, codes of conduct, best practice, cultural context and the context of the brief.

Practice Management

This covers managing your business, your staff and time, marketing your practice, maintaining quality and minimising risk are all covered.

Managing Projects

Here the syllabus covers the beginning of the project at brief and procurement stages, through cost and risk management, to dispute resolution and facilities management.

Construction Skills

Areas covered in this section include technology, materials, specification, legislation and knowledge of the roles of others within the design and construction team.

Personal Skills Development

The topics included are communication, ICT (Information and Communications Technology) and client management skills.

Additional seminars and events include:

- A single three hour seminar on CDM (Construction Design Management) covering the compulsory **Health and Safety** subject
- Workshops for planners
- FREE entry to the RIBA CPD Providers Network Roadshow
- Workshops for Planners and Architects

All sessions are accredited under the RIBA CPD Core Curriculum.

Season 2 not only gives you an unrivalled opportunity to improve your knowledge and skills but also excellent value and flexibility.

RIBA London CPD

5 months October to February 2008



All sessions are accredited under the RIBA CPD Core Curriculum.

For details of seminar contents and speaker biographies go to www.architecture.com/ribalondon

- Venue 1 RIBA
- Venue 2 Building Design Partnership
- Venue 3 Rich Mix Cultural Foundation
- Venue 4 The Building Centre
- Venue 5 Design for London (Palestra)
- Venue 6 The Roundhouse
- Venue 7 Westbourne Studios
- Venue 8 Material Lab
- Venue 9 Cardinal Place
- Venue 10 Regents College Conference Centre
- Venue 11 Kingston University (Dorich House)

For venue addresses and listings of seminars by venue please turn to page 9.

Health and Safety

Compulsory subject

Health and safety update

This seminar will include the proposed major changes to CDM and new Codes of Practice together with updates on the duties of designers. It will include case studies and a question and answer session. Speaker: John Heath from Morgan Safety Services.

- 04.10.07 venue 4 09.30-12.30 3hr HS34 ○
- 20.11.07 venue 11 09.30-12.30 3hr HS35 ○
- 15.01.08 venue 5 17.00-20.00 3hr HS36 ○

Compulsory subject

Designer duties

This seminar will introduce the new duties and ways to demonstrate compliance. It will include practical examples and case studies. Speaker: John Heath from Morgan Safety Services.

- 12.02.08 venue 9 09.30-16.30 6hr HS37 ○

Professional Context

Cultural context

Understanding London: London is complex

This short workshop will address the governance of London, in particular examining the role of the Mayor, the GLA, local Government, national Government and others and how they impact on the planning and development of London. Speakers: Chris Madel and Jonny Popper from the London Communications Agency.

- 13.11.07 venue 5 17.00-20.00 3hr PC38 ○

Architectural design

Damp and timber decay in buildings: non-destructive inspection and environmental control

This CPD course will examine the cause(s) of dampness in buildings and wet rot/dry rot decay, non-destructive investigations, environmental monitoring and control and toxic moulds and health hazardous, including successful case studies. Speaker: Dr Jagjit Singh from EBS.

- 13.12.07 venue 8 09.30-12.30 3hr PC39 ○

Practice Management

Practice management

Running your own practice

This course will cover six varied aspects of practice management. Speakers are from: Buro Four, AndersElite, H.W. Fisher and Company, Effective Communications, Global Action Plan and Sue Rose PR.

- 03.10.07 venue 10 09.30-17.20 6hr PM40 ○

Marketing and selling

How to network and generate business

This workshop will illustrate the professional and personal profits of networking inside and outside your organisation and is designed to make you want to go out and start networking now. Speaker: Judith Gilmore from Effective Communications.

- 25.10.07 venue 1 09.30-12.30 3hr PM41 ○

6hrs for the price of 3! See page 6 for more details

Marketing and selling

Getting the most from the media

This workshop will explain the different media outlets - national, regional, local, trade, consumer, web, print, broadcast - how they operate and how best to deal with them.

Speakers: Chris Madel and Jonny Popper from the London Communications Agency.

22.11.07 venue 7 **09.30-12.30** 3hr **PM42** ○

Business administration

Developing and implementing an environmental policy

This session will enable you to develop a relevant and meaningful environmental policy and start implementing environmental management within your company. Speakers: Charlotte High and Sarah van Erp from Global Action Plan.

12.12.07 venue 4 **09.30-12.30** 3hr **PM43** ○

Project management

Keeping out of trouble - where things go wrong!

A half century of Owen Luder's practice experience as an architect, expert witness, dispute mediator and member of the ARB Disciplinary Committee is encapsulated in his RIBA book "Keeping Out of Trouble". In this seminar he deals with the mistakes that lead to problems for practicing architects.

Speaker: Owen Luder.

📅 **11.12.07** venue 2 **17.00-20.00** 3hr **MP47** ○

Project management

Monitoring progress and managing time on projects

This seminar will look at a range of techniques for managing progress on a hypothetical project which is on site. It will also suggest strategies to achieve project success where time slippage has or may occur. Speaker: Tom Taylor from Buro Four.

📅 **22.01.08** venue 3 **17.00-20.00** 3hr **MP48** ○

Managing Projects

Project management

Project management and architecture

Within the built environment architects and designers are often unclear as to the processes involved and who the project manager should be. This seminar highlights and discusses the issues through a series of practical examples and techniques.

Speaker: Tom Taylor from Buro Four.

taster seminar see page 13

🌞 **01.11.07** venue 4 **08.30-09.30** 1hr **MP44** ○

01.11.07 venue 4 **09.30-12.30** 3hr **MP45** ○

📅 **07.02.08** venue 9 **17.00-20.00** 3hr **MP46** ○

Construction Skills

Statutory requirements

One day crash course in construction law for architects

This highly practical conference has been designed specifically for architects. Using plain non-legal language and visual aids it explains the fundamentals and important issues from across the entire spectrum of construction law to give you a full grasp of all the basics within one day. Speaker: Ian Reid from Kennedys.

11.10.07 venue 4 **09.30-16.30** 6hr **CS49** ○

Statutory requirements

Part L1

A practical workshop using case studies on dwellings to illustrate the issues raised and methods of achieving compliance. Speaker: Martin Conlon from jhai ltd.

📅 **31.10.07** venue 2 **18.30-21.30** 3hr **CS50** ○
06.12.07 venue 4 **09.30-12.30** 3hr **CS51** ○

Statutory requirements

Part L2

A practical workshop using case studies on commercial buildings to illustrate the issues raised and methods of achieving compliance. Speaker: Martin Conlon from jhai ltd.

📅 **27.11.07** venue 4 **17.00-20.00** 3hr **CS52** ○
📅 **06.02.08** venue 9 **17.00-20.00** 3hr **CS53** ○

Statutory requirements

Codes for sustainable homes

An overview of the contents of the code and their potential implications. Speaker: Martin Conlon from jhai ltd.

📅 **10.01.08** venue 2 **18.30-21.30** 3hr **CS54** ○
17.10.07 venue 10 **09.30-12.30** 3hr **CS55** ○

Statutory requirements

Legal update 1

This seminar will cover the rights and liabilities of architects with respect to appointment issues and fee recovery. Speakers: Guy Lane and Robert Stevenson from Berryman's Lacey and Mawer.

15.11.07 venue 11 **09.30-12.30** 3hr **CS56** ○

Statutory requirements

Legal update 2

This seminar will cover the rights and liabilities of architects with respect to contract administration issues. Speakers: Guy Lane and Robert Stevenson from Berrymans Lace and Mawer.

☾ **21.02.07** venue 2 **18.30-21.30** 3hr **CS57**

Statutory requirements

Working with listed buildings taster

This seminar will include conservation principles and legal controls. Speaker: Matthew Slocombe from SPAB.

taster seminar
see page 13

☀ **28.11.07** venue 7 **08.30-09.30** 1hr **CS58** ○
28.11.07 venue 7 **09.30-12.30** 3hr **CS59** ○

Cross professional knowledge

Planning and urban design for architects

The course will focus on the changing agenda and language of planning and how this relates to your everyday work on development.

Speaker: David Chapman from Stepp Design.

04.11.07 venue 7 **09.30-12.30** 3hr **CS60** ○

Technical innovations

Low carbon technologies: renewable energy systems and how they work

Covers the technology, potential and limitations of renewable energy technologies; systems such as CHP, solar thermal, photovoltaics, biomass boilers and wind turbines will be put into the context of the built environment.

Speakers: Rob Borusso and Cath Hassell from The Green Register.

☀ **17.01.08** venue 10 **08.30-09.30** 1hr **CS61** ○
17.01.08 venue 10 **09.30-12.30** 1hr **CS62** ○

taster seminar
see page 13

Statutory requirements

Fire safety legislation update

This seminar is an overview of recent changes and amendments to fire legislation. Speaker: John Miller from the John Miller Partnership.

☾ **24.01.08** venue 7 **17.00-20.00** 3hr **CS63** ○

Statutory requirements

Building conservation

The SPAB approach to maintenance and repair. Speaker: Matthew Slocombe from SPAB.

☾ **30.01.08** venue 7 **17.00-20.00** 3hr **CS64** ○

Statutory requirements

Minor works contracts

This one hour seminar will cover the amendments to the minor works contracts. Speaker: Phillip Burkill from Burkill Johnson.

05.02.08 venue 1 **14.00-15.00** 1hr **CS65** ○

Statutory requirements

Intermediate and standard contracts and subcontracts

This seminar will include subcontracts under JCT MWD 2005, named subcontracts under JCT ICD 2005 and reference to listing and introducing greater control in the absence of nomination and warranties. Speaker: Phillip Burkill from Burkill Johnson.

05.02.08 venue 1 **15.00-18.00** 3hr **CS66** ○

Personal Skills Development

Communication skills

How to deliver powerful presentations

This intensive, interactive workshop will cover the core principles of good presentations in a practical and dynamic way. Speaker: Judith Gilmore from Effective Communications.

10.10.07 venue 6 **09.30-12.30** 3hr **PS67** ○
29.01.08 venue 2 **18.30-21.30** 3hr **PS68** ○

Communication skills

How to project professionalism to staff and clients

This one day interactive seminar and series of workshops is aimed to improve your communication, presentation and interpersonal skills both within your practice and with your clients. Speaker: Judith Gilmore from Effective Communications

26.02.08 venue 9 **09.30-16.30** 6hr **PS69** ○



All sessions are accredited under the RIBA CPD Core Curriculum.

For details of seminar contents and speaker biographies go to www.architecture.com/ribalondon

Workshop for planners and architects

Design and access statements: how to write, read and use them

The session will explain what the statements are and give you the opportunity to write one and assess a scheme by reading one. Chair: Esther Kurland from CABE and Rob Cowan from Urban Design Skills.

16.10.07 venue 4 **09.30–13.00** 3.5hr **WP70** ○

08.01.08 venue 1 **09.30–13.00** 3.5hr **WP71** ○

RIBA CPD Providers Network Roadshow

07.11.07 venue 10 **09.30–16.30** 6hr *Free*

This is an opportunity to gain as much as 5 hours' worth of CPD in one day, at one venue, for free. Please note this event is open to all. You do not need to be a Club Member or RIBA member to attend.

Running your own practice

This one day course will cover six varied aspects of practice management.

03.10.07 venue 1 **09.30–17.20** 6hr **PM40** ○

pay only for 3 hrs

09.30–10.30 Project management Time management for architects

This seminar will cover the conundrums of practice, project and individual time management for architects. Speaker: Tom Taylor from Buro Four.

10.40–11.40 Employment legislation Understanding the challenges of recruitment

This session will identify industry trends and make recommendations for best practice. Speakers: James Harding and Paul Barrow from AndersElite.

11.50–12.50 Business administration An introduction to developing an environmental policy

This session outlines how to write an environmental policy that is relevant to your company and sector. Speakers: Charlotte High and Sarah van Erp from Global action Plan.

13.40–14:00 QM Systems Quality management toolkits

A self-help electronic tool developed by the RIBA to assist architectural practices install quality management appropriate to the practice of architecture at various scales. It covers both the processes directly related to running projects and those more related to running the practice. Speaker: Keith Snook - RIBA Director of Research and Technical + Acting Director of Practice.

14.00–15.00 Communication skills

Presenting the peacock

In this highly innovative seminar, you will learn the art of capturing an audience and how to use what you already have to maximum effect. Speaker: Judith Gilmore from Effective Communications.

15.10–16.10 Finance

Accounting within your practice

How to design your accounts to help you run your practice more effectively and some pitfalls to watch out for. Speaker: David Breger from H.W. Fisher.

16.20–17.20 Marketing and selling

Making friends with the media

How the media works and how to make the most of it. Speaker: Sue Rose, freelance PR consultant.

ehrs for the
price of \$1

October 2007

03.10.07	Running your own practice	venue 10	09.30-17.20	6hr	PM40
04.10.07	Health and safety update	venue 4	09.30-12.30	3hr	HS34
10.10.07	How to deliver powerful presentations	venue 6	09.30-12.30	3hr	PS67
11.10.07	One day crash course in construction law for architects	venue 4	09.30-16.30	6hr	CS49
16.10.07	Design and access statements: How to write, read and use them	venue 4	09.30-13.00	3.5hr	WP70
17.10.07	Codes for sustainable homes	venue 10	09.30-12.30	3hr	CS55
25.10.07	How to network and generate business	venue 1	09.30-12.30	3hr	PM41
31.10.07	Part L1	venue 2	18.30-21.30	3hr	CS50

November

01.11.07	Project management and architecture taster	venue 4	☀ 08.30-09.30	1hr	MP44
01.11.07	Project management and architecture	venue 4	09.30-12.30	3hr	MP45
13.11.07	Understanding London: London is complex	venue 5	☾ 17.00-20.00	3hr	PC38
15.11.07	Legal update 1	venue 11	09.30-12.30	3hr	CS56
07.11.07	RIBA CPD Providers Network Roadshow	venue 1	9.30-16.30	5hr	Free
20.11.07	Health and safety update	venue 11	09.30-12.30	3hr	HS35
22.11.07	Getting the most from the media	venue 7	09.30-12.30	3hr	PM42
27.11.07	Part L2	venue 4	☾ 17.00-20.00	3hr	CS52
28.11.07	Working with listed buildings taster	venue 7	☀ 08.30-09.30	1hr	CS58
28.11.07	Working with listed buildings	venue 7	09.30-12.30	3hr	CS59

December

04.11.07	Planning and urban design for architects	venue 7	09.30-12.30	3hr	CS60
06.12.07	Part L1	venue 4	09.30-12.30	3hr	CS51
11.12.07	Keeping out of trouble - where things go wrong!	venue 2	☾ 17.00-20.00	3hr	MP47

12.12.07 Developing and implementing an environmental policy

venue 4

09.30-12.30

3hr **PM43** ○

13.12.07 Damp and timber decay in buildings: non-destructive inspection and environmental control

venue 8

09.30-12.30

3hr **PC39** ○

January 2008

08.01.08 Design and access statements: how to write, read and use them

venue 1 **09.30-13.00** 3.5hr **WP71** ○

10.01.08 Codes for sustainable homes

venue 2 **18.30-21.30** 3hr **CS54** ○

15.01.08 Health and safety update

venue 5 **17.00-20.00** 3hr **HS36** ○

17.01.08 Low carbon technologies: renewable energy systems and how they work taster

venue 10 **08.30-09.30** 1hr **CS61** ○

17.01.08 Low carbon technologies: renewable energy systems and how they work

venue 10 **09.30-12.30** 1hr **CS62** ○

22.01.08 Monitoring progress and managing time on projects

venue 3 **17.00-20.00** 3hr **MP48** ○

24.01.08 Fire safety legislation update

venue 7 **17.00-20.00** 3hr **CS63** ○

29.01.08 How to deliver powerful presentations

venue 2 **18.30-21.30** 3hr **PS68** ○

30.01.08 Building conservation

venue 7 **17.00-20.00** 3hr **CS64** ○

February

05.02.08 Minor works contracts

venue 1 **14.00-15.00** 1hr **CS65** ○

05.02.08 Intermediate and standard contracts and subcontracts

venue 1 **15.00-18.00** 3hr **CS66** ○

06.02.08 Part L2

venue 9 **17.00-20.00** 3hr **CS53** ○

07.02.08 Project management and architecture

venue 9 **17.00-20.00** 3hr **MP46** ○

12.02.08 Designer duties

venue 9 **09.30-16.30** 6hr **HS37** ○

21.02.08 Legal update 2

venue 2 **18.30-21.30** 3hr **CS57** ○

26.02.08 How to project professionalism to staff and clients

venue 9 **09.30-16.30** 6hr **PS69** ○

For details of seminar contents and speaker biographies go to www.architecture.com/ribalondon

venues

Venue 1 RIBA

66 Portland Place, London W1B 1AD

How to network and generate business

25.10.07 PM41

RIBA CPD Providers Network Roadshow

07.11.07 *Free*

Workshop for planners and architects

08.01.08 WP71

Minor works contracts

05.02.08 CS65

Intermediate and standard contracts and subcontracts

05.02.08 CS66

Venue 2 Building Design Partnership

16 Brewhouse Yard, London EC1V 4LJ

Part L1

31.10.07 CS50

Keeping out of trouble

11.12.07 MP47

Codes for sustainable homes

10.01.08 CS54

How to deliver powerful presentations

29.01.08 PS68

Legal update 2

21.02.07 CS57



Venue 3 Rich Mix Cultural Foundation
35-47 Bethnal Green Road, London E1 6LA

Monitoring progress/managing time on projects

22.01.08 MP48

Venue 4 The Building Centre
26 Store Street, London WC1E 7BT

Health and safety update

04.10.07 HS34

One day crash course in construction law for architects

11.10.07 CS49

Design and access statements: How to write, read and use them

16.10.07 WP70

Project management and architecture taster

01.11.07 MP44

Project management and architecture

01.11.07 MP45

Part L2

27.11.07 CS52

Part L1

06.12.07 CS51

Developing and implementing an environmental policy

12.12.07 PM43

Venue 5 Design for London (Palestra)
Palestra, 197 Blackfriars Road, London SE1 8AA

Understanding London: London is complex

13.11.07 PC38

Health and safety update

15.01.08 HS36

Venue 6 The Roundhouse
Chalk Farm Road, London NW1 8EH

How to deliver powerful presentations

10.10.07 PS67

Venue 7 Westbourne Studios

242 Acklam Road, London W10 5JJ

Getting the most from the media

22.11.07 PM42

Working with listed buildings taster

28.11.07 CS58

Working with listed buildings

28.11.07 CS59

Planning and urban design for architects

04.12.07 CS60

Fire safety legislation update

24.01.08 CS63

Building conservation

30.01.08 CS64

Venue 8 Material Lab

10 Great Titchfield Street, London W1W 8BB

Damp and timber decay in buildings: non-destructive inspection and environmental control

13.12.07 PC39

Venue 9 Cardinal Place
Bressenden Place, London SW1E 9BH

Part L2

06.02.08 CS53

Project management and architecture

07.02.08 MP46

Designer duties

12.02.08 HS37

How to project professionalism to staff and clients

26.02.08 PS69

Venue 10 Regents College Conference Centre
Inner Circle, Regent's Park, London NW1 4NS

Running your own practice

03.10.07 PM40

Codes for sustainable homes

17.10.07 CS55

Low carbon technologies: renewable energy systems and how they work taster

17.01.08 CS61

Low carbon technologies: renewable energy systems and how they work

17.01.08 CS62

Venue 11 Kingston University (Dorich House)
67 Kingston Vale, London SW15 3RN

Legal update 1

15.11.07 CS56

Health and safety update

20.11.07 HS35

seminar fees

Pay-as-you-go

If you are not an RIBA member, or you prefer to pay for seminars individually, you are welcome at any of the seminars and can book on a pay-as-you-go basis. Each hour of CPD costs £30 plus VAT.

Season 2 Club Membership

- Club Membership costs £270 plus VAT.
- Club Membership is available to all RIBA member practices
- Club Membership entitles your practice to book 12 hours of CPD during Season 2, in advance. This is equivalent to a 25% discount off the pay-as-you-go price.
- Additional hours can be bought at £22.50 plus VAT per hour.
- Go to the booking form on page 14, complete the details and send back now to secure your Club Membership.



Important cancellation information

Please note: to cancel a seminar booking or reschedule your booking, you must give RIBA London seven days notice. Refunds cannot be offered and bookings cannot be changed with less than the stated notice period of seven days.

More flexible Club Membership

- Club membership is now open to all those working within a practice that has RIBA membership
- The practice may allocate hours to a number of staff members
- Small practices and sole practitioners can share the hours and costs with other small practices or sole practitioners.

This is part of RIBA London's commitment to every architect within the region. All profits go straight back to RIBA London to support the Region's work to advance architecture in the capital.

frequently asked questions

“Last season’s programme helped my practice deliver design excellence for clients and users alike and was an undoubted success. Next season it will enable giving client focused up to date advice, improving regulatory applications, supporting efficient use of resources and sharing learning experiences internally. The RIBA has responded to feedback by arranging training in more convenient locations and we’ll be making good use of their learning network well into 2008.” George Stowell, George Stowell Architects

George Stowell

George Stowell Architects

What happens if I book a seminar and then cannot attend?

You may cancel or reschedule a seminar but only by giving us at least seven days notice.

Can I send someone else in my place?

Yes but the CPD certificate can only be received by the attendee.

Can I simply show up to a seminar and pay on the door?

No. You must book before the seminar, using the booking form in this brochure or by phone. You can then pay on the door using a cheque or we can take your credit/debit card details.

Do you accept cash?

No.

How long does Club Membership last?

Club membership lasts until the end of the season in which you purchase it.

I have hours left over from last season.

Can I use them this season?

Yes

Where can I find details about the individual seminars?

Further details on each seminar can be found at www.architecture.com/ribalondon

booking form information

Please let us know which seminars you would like to attend along with the number of hours, ensuring you add up the hours at the bottom.

You may wish to photocopy this form to use to book other seminars later in the season. Alternatively, to download additional booking forms visit www.architecture.com/ribalondon

Once we receive your booking form and payment you will be sent your tickets in the post, together with a VAT receipt and an invoice where applicable.

Important note: If you have not received your tickets two days prior to a seminar please call RIBA London on 020 7307 3685 immediately.

For Club Membership bookings

- Club Membership is available to all RIBA Chartered practices
- If you wish to buy a Club Membership please write your RIBA membership number or your RIBA Chartered practice number in the box provided on the booking form opposite
- You will probably find it easiest to book all 12 hours now, but you can book some now and others throughout the season
- You can use Club Membership hours for any member of staff within your practice
- If you work in a small practice or you are a sole practitioner you can share Club Membership hours with other small practices and sole practitioners
- Club Membership lasts for the duration of the season. You will then have to purchase Club Membership again in order to continue using the lower price plan
- Any hours left unused at the end of this season will be carried over into the following season.

For pay-as-you-go bookings

- If you are not an RIBA member, or if you prefer to pay-as-you-go, each hour of CPD costs £30 plus VAT.

Payment

1. Payment can be made by enclosing a cheque for the correct amount made payable to "RIBA London" with this booking form and returning it by post.
2. Payment can be made by credit or debit card by filling in the credit or debit card payment section of the booking form and returning it by post.
3. You can also pay by credit or debit card by calling 020 7307 3685 and quoting "RIBA London CPD seminar payment". Please note that if you pay by credit or debit card over the telephone you must also send back this booking form to RIBA London to ensure you are booked on the correct seminars.
4. Alternatively you may contact RIBA London directly and request that we invoice you or your practice. Invoices must be paid within thirty days of receipt.
5. Return address is:
RIBA London
66 Portland Place
London W1B 1AD

booking form

seminar code	<input type="text"/>	hrs
	<input type="text"/>	hrs
	<input type="text"/>	hrs
	<input type="text"/>	hrs
	<input type="text"/>	hrs
	<input type="text"/>	hrs
total seminar hours		hrs

name	
practice	
address	
postcode	
telephone	fax
email	

Club Membership	
Club Membership (includes 12hrs)	£
Extra club hours at £22.50 per hour	£
total	£
VAT at 17.5%	+ £
total including VAT	£

I wish to buy a Club Membership Please add your RIBA Practice or membership no.

I enclose a cheque payable to **RIBA London** for £

I wish to pay by credit/debit card Visa Mastercard Maestro issue no.

card number valid from expires

name of card holder

Pay-as-you-go	
Take the total number of seminar hours and multiply by £30 per hour	£
VAT at 17.5%	+ £
total including VAT	£

amount card holder's signature date

Data Protection The RIBA values your right to personal privacy. The information we collect about you is in order to fulfil our statutory obligations and provide you and other people with services and we aim to comply with Data Protection principles. We appreciate your support and would like to write to or email you from time to time to inform you of other RIBA activities and events. If you would prefer NOT to receive RIBA information, please tick here . Any information you provide will be held by the RIBA but may be passed on to our sponsors or third parties at the discretion of the RIBA. If you would prefer us NOT to pass on your details to third parties please tick here .



RIBA London

Major Partners

Anderselite

OS Ordnance
Survey

Partners

ARRK
Rapid Architectural Modelling

f
Judd Farris
property recruitment

new level

RIBA London's mission is advancing architecture in the capital. We believe passionately in you, our members, and in all built environment professionals.

By celebrating your achievements in London through our major events such as Architecture Week, through our awards and competitions and through information and publicity, we promote you and your work, helping to develop business.

Working with the Mayor, the Boroughs and central Government, alongside other professional bodies, interest groups and organisations, we engage policy-makers and actively influence decision-making that affects you.

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For more information or to find out how to become a RIBA member, go to www.architecture.com/ribalondon

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