

Dear Colleague

RE: UK FIM + FAM Training Day

I am happy to confirm that this year's annual UK FIM + FAM Training Day will be held on the 17/10/2011 at Northwick Park Hospital.

Attached is a course flyer with details of the course and its location address, along with a course application form.

If you wish to reserve a place(s), please fully complete the application form for each person from your team wishing to attend. In order to facilitate all of our attendees training needs we would greatly appreciate if the level of FIM FAM knowledge / experience could be completed on the application form. Once each application form has been fully completed please email to k.sanusi@nhs.net or fax to 020 8869 2803 for the attention of Kemi Sanusi.

I will confirm to you via email when your places have been reserved. This confirmation letter will also act as a receipt. I will be sending along with your confirmation an information sheet that has useful links for travel and stop over facilities in Harrow.

Attendee Payments

If any of your attendees are paying by cheque could they please send the cheque to the address stated on the application form for the attention of Kemi Sanusi and attach a copy of their completed application form.

If your trust/PCT or organisation wishes to be invoiced please state the full name of your trust/PCT or organisation along with the full postal address and to who the invoice should be brought to the attention of on each application form. I will in turn generate an invoice request.

If you have any queries please do not hesitate to contact me and I would like to express my gratitude for your patience whilst waiting for a training date to be confirmed.

Best wishes

Kemi Sanusi