



LONDON CORPORATE TRAINING

DELEGATE CHECK LIST

To ensure that your time with us at LCT is enjoyable and your arrival into London runs smoothly, please fill in the form below.

This will enable us to organise your transfer & any requests prior to your arrival.

FULL NAME:

ORGANISATION:

MOBILE NUMBER.: WORK TEL:

EMAIL:

COURSE:

START DATE:

PLEASE PROVIDE THE DATE YOUR COURSE PAYMENT WAS PROCESSED:

Please note: delayed payment of your course may prevent you from joining the course or being provided with Certificate of Attendance

HAVE YOU VISITED THE UK BEFORE?: YES NO

HAVE YOU BOOKED ACCOMMODATION? YES NO

ACCOMMODATION NAME:

ADDRESS:

HOTEL/RELATIVE CONTACT NUMBER:

HEATHROW TRANSFER REQUIRED? YES* NO

**Please fill form below
(Not available on Early Savers Registrations).*

HAVE YOU RECEIVED YOUR COURSE JOINING INSTRUCTIONS? YES NO

HAVE YOU RECEIVED YOUR VISA? YES NO

MEET & GREET TRANSFER DETAILS

To register for your complimentary "Meet & Greet" **Heathrow** airport transfer, please fill in FULL the following details and email or fax it to us **at least 3 days before your arrival**.

Unfortunately we are unable to supply this service unless an accommodation address is given within a 1 mile radius of the Hammersmith Training Centre (W6) otherwise, your transfer booking will NOT be accepted.

You will only be registered for a transfer once you receive a confirmation email from our Administration Department.



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MEET & GREET TRANSFER DETAILS (Cont'd)

Sorry - Not available on Early Savers Registrations

DEPARTURE AIRPORT & COUNTRY:

UK ARRIVAL DATE:

AIRLINE:

FLIGHT NO.:

ARRIVAL TIME:

HEATHROW TERMINAL NUMBER:

HOW MANY PEOPLE ARE YOU TRAVELLING WITH?

HOTEL NAME:

DESINATION ADDRESS:

**Please send your fully completed form to LCT via
EMAIL: info@lct.uk.com or
FAX to + 44 (0)20 8742 0769
at least 3 days before your arrival
Thank You**

How to Locate your Transfer upon Arrival

Arrivals into Terminal 4: Turn right and proceed to the end of Terminal 4 building and wait at *the Passenger Information Desk* for your pick up.

Arrivals into Terminal 3: Please proceed to the *Information Desk* in the Arrivals Hall and wait for your pick up.

Your transfer company is "*Chiswick Express*" and in case of difficulty, their contact number is 0208 995 9090

Terms & Conditions

- The transfer is only available for 1 mile radius of the Hammersmith Training Centre (W6)
- The transfer will only be honoured for the details given on this form.
- 1 piece of checked luggage will only be accepted & must comply with standard airline carriage i.e.: 50x70x30cm in dimension.
- You will only be registered for a transfer once you receive a confirmation email from our Administration Department

(If it is deemed by the transfer company that your luggage exceeds this limit & that additional transportation is required, then you may be liable to an extra charge by the transfer company.)

I have read & accept the terms and conditions of "Meet & Greet"

Signature: Date: