

# Department of Economic Development and Department of Education and Children

## Employment & Skills 2017 Application Form

Thursday 9th November 2017  
(setting up from 12 noon on Wednesday 8th November 2017)

You are asked to return the completed form to:

**Frances Hampton**  
**Events Organiser**  
**Professional Development Centre**  
**Santon**  
**IM4 1EG**

Or e-mail: [frances.hampton@gov.im](mailto:frances.hampton@gov.im)

### Your details

Name (contact at your organisation for the event)	<input type="text"/>
Organisation/company name <b>in full</b>	<input type="text"/>
Organisation/company address <b>in full</b>	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Telephone Number	<input type="text"/>
Email	<input type="text"/>
Website	<input type="text" value="WWW."/>
	<input type="text" value="Postcode"/>

### Your stand

Number of units requested (each unit consists of one 8' x 2'6" table and two chairs)	<input type="text"/>	Please indicate if you do <b>not</b> wish to have a table	<input type="text"/>
Number of meal vouchers requested	<input type="text"/>	A £5 per person fee for lunch is applicable. Please enclose payment for required number of lunches with application. If by cheque, please make payable to Isle of Man Government	
Internet connection required	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	
Please note cable internet access is only available in the Promenade Suite. Wi-fi is available in both the Royal Hall and the Promenade Suite.			
Any other special requests	<input type="text"/>		

Kindly note, all units will have power. Exhibitors must bring display boards, TV/DVD units, etc.

*Your entry in the programme*

**The below information will appear in the programme so please check it carefully.  
No application will be accepted without the below being completed in full.**

Organisation/company name <b>in full</b>	<input type="text"/>
Contact name	<input type="text"/>
Contact tel no	<input type="text"/>
Contact e-mail	<input type="text"/>
Website	www. <input type="text"/>

Description of your company/organisation in 100 words maximum (longer entries will not be accepted).

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*Sector (please tick)*

Armed Forces	<input type="checkbox"/>	Careers Advice/Learning	<input type="checkbox"/>	Emergency Services	<input type="checkbox"/>
Communications	<input type="checkbox"/>	Construction	<input type="checkbox"/>	Hospitality/Leisure	<input type="checkbox"/>
Engineering/manufacturing	<input type="checkbox"/>	Financial Services	<input type="checkbox"/>	Medical	<input type="checkbox"/>
ICT	<input type="checkbox"/>	Media	<input type="checkbox"/>	Recruitment	<input type="checkbox"/>
Professional Services	<input type="checkbox"/>	Public Services	<input type="checkbox"/>	Transport	<input type="checkbox"/>
Retail	<input type="checkbox"/>	Training	<input type="checkbox"/>		
Other (please specify)	<input type="text"/>				

*Your application*

**Your application should be submitted to:**

Frances Hampton  
Events Organiser  
Professional Development Centre  
Santon  
IM4 1EG

Or email: frances.hampton@gov.im

**To arrive no later than 11th August 2017**

You will receive notification shortly after that date to advise whether your application has been accepted. While participation in the event is free of charge, kindly note that an administration charge of £25 will be levied if you withdraw from the event on or after 30th October 2017 and in signing below, you agree to accept this and the conditions outlined in our covering letter.

Signed

Date  /  /