



## At Chapter Training (A.C.T) Booking Form

With the theme of “Learn More to Earn More” there is now an exciting opportunity available to chapters. A BNI Trainer will come to your chapter to train you all together as a team, in new and selected Advanced Workshops. The new ‘At Chapter Training’ (A.C.T) option will be completed at your meeting venue between 7.30am and 9.00am.

**It is highly recommended that you allow 6 weeks of planning, promotion and registration time**

**STEP 1** - Confirm you have a training location for an event. If any venue costs are incurred by the chapter because of the extension of the meeting, these are covered by the chapter. Room required until 9.00am for training (later if breakfast served after meeting).

**STEP 2** - Decide which Advanced Training Module you would like to be delivered in line with your Chapter Goals.

**STEP 3** – Send this form to the Regional Office, [louise@bnionline.co.uk](mailto:louise@bnionline.co.uk) you will be allocated the next possible date (usually 6-8 weeks from the booking unless there is a cancellation)

**STEP 4** –Events Coordinator follows the “ACT Process for Success” to promote and register members for the event

<b>Chapter Name:</b>	
<b>Your Goal – how many members do you want to attend:</b>	
<b>How many additional spaces can you accommodate?</b> – Ideally we would like to accommodate at least an additional 5 places for members of other chapters who may wish to attend. <i>(please note as with any training event, this means that there may be occasions where members who conflict with your own chapter will attend)</i>	
<b>Name and Address of your Chapter Meeting Venue where A.C.T will be delivered:</b>	
<b>Day of week Chapter meets:</b> <i>(A.C.T will run from 7.30-9.00am unless otherwise requested)</i>	
<b>Please select the workshop you would like to have delivered at your Chapter: See current list below. Talk to your BNI Director about which one will suit your chapter best:</b>	<b>Ideal date(s)</b> <i>(please suggest min 2 dates)</i>
	<ul style="list-style-type: none"> <li style="text-align: right; padding-right: 10px;"><b>Presenting for Profit</b></li> <li style="text-align: right; padding-right: 10px;"><b>Building Relationships - 1-2-1 Workshop</b></li> <li style="text-align: right; padding-right: 10px;"><b>Referrals Masterclass</b></li> <li style="text-align: right; padding-right: 10px;"><b>Chapter Development Workshop</b></li> </ul>
Details can be found at: <a href="http://www.bnionline.co.uk/events.php">http://www.bnionline.co.uk/events.php</a>	
<b>Name of your BNI Director Consultant:</b>	
<b>Name and Contact Details of your Events Coordinator in Chapter</b> <i>(this may be the Events Co-ordinator or another allocated person- please note that this person is responsible for promoting ACT and will become the main contact person with the regional office):</i>	

Thank You for your Request! Please return Booking Form to Louise Eccles by email to [louise@bnionline.co.uk](mailto:louise@bnionline.co.uk)  
The date of your event will be confirmed within 5 working days of your request.