



BIID CPD Providers Directory Application Form

A) Company details:

Are you a BIID Industry Partner? YES / NO

Company name: _____

Trading name: _____

Company address: _____

Company Registration No. _____

Telephone: _____ Facsimile: _____

Email: _____ Website: _____

Contact name (this will be included in the listing): _____

Direct line (this will be included in the listing): _____

B) Details of CPDs Provided

Titles of CPDs offered:

1. _____

2. _____

3. _____

4. _____

5. _____

Are you willing to offer the CPD(s) in a designers' office and/or showroom? YES / NO

If YES, which locations are you prepared to travel to:

If NO, where will the CPD(s) be given?

Is this seminar provided free of charge? YES / NO

If NO, what will the cost be to BIID members?



C) RIBA Accreditation

Is the CPD you are offering accredited by the RIBA? YES / NO

If you answered YES, proceed to Section E.
If you answered NO proceed to Section D.

D) Content of CPDs

1 Objectives (please note that all BIID approved CPDs must have an element of clearly defined educational content)

2 Outline of content:

3. Specific benefits for BIID members

4. Type of delivery (i.e. presentation, seminar, round table discussion)

5. Practical demonstration if applicable

6. Qualifications of speaker(s)

7. Length of CPD(s)

8. Is there an opportunity for questions?

9. Do you supply any handouts and/or supplementary material?

Any additional information you think is relevant:

(Please continue on an additional sheet if necessary)



E) Declaration

I, the undersigned, confirm that all of the information given in this application is accurate. I agree to notify the BIID in writing if the content of any of the specified CPD(s) changes significantly.

Signature: _____

Name: _____

Position in Company: _____

Date: _____

The Institute reserves the right to reject any application without giving a reason for its decision.

F) Data Protection

In compliance with the Data Protection Act, we must point out that the information on this form will be kept on a database. The data will be used for automatic processing for annual membership, information distribution and supplied to 3rd parties at our discretion.

If you do not wish details of your company to be passed on, please tick here

Fees:

The fee for inclusion in our online CPD Providers directory is £350 + VAT per annum. Please do not include payment with this application. If your application is successful you will be invoiced for the full amount.

Please note: If you are an Industry Partner member of the BIID inclusion in the directory is FREE OF CHARGE.

In certain circumstances, if a CPD is not RIBA accredited and a showroom inspection is required, there may be additional expenses involved. These will depend on the travel/time involved and will be discussed with you and agreed in advance.

Benefits of becoming a BIID CPD Provider:

- Listing on our online CPD Providers Directory – viewable by our members and non-members
- Opportunity to promote your CPD(s) in our quarterly CPD Providers e-newsletter
- Option to upgrade to Industry Partner membership (subject to our terms and conditions)
- 25% discount on room hire of the BIID Meeting Room, Chelsea Harbour

Please complete and return your application to:

Katherine Elworthy
Executive Manager
British Institute of Interior Design Ltd
109-111 The Chambers
Chelsea Harbour
London
SW10 0XF