

A Practical Guide to Carbon Footprinting workshop

Date: 3rd March 2010
Time: 9:00 - 1:00pm
Venue: East Lancs Chamber of Commerce, Clayton-Le-Moors, BB5 5JR
Cost: £35.00 + VAT/delegate
£25.00 + VAT - LancsBEA members
FREE for SME's and Resource Efficiency Club members
Speaker: Dawn Wilson, Senior Environmental Advisor, LancsBEA

A carbon footprint is a measure of the impact human activities have on the environment in terms of the amount of greenhouse gases produced, measured in units of carbon dioxide.

This half day workshop will provide delegates with an outline of how to measure the carbon footprint of their organisation and what should be considered when reporting the carbon footprint. Practical exercises are included and all delegates will complete an individual action plan to take back to their business. The workshop has been updated with the September 2009 defra conversion tables and is aligned with the defra 'Guidance on how to measure and report your greenhouse gas emissions'

Workshop format

9:00am Registration and refreshments
9:15am What is a carbon footprint?
How to calculate your carbon footprint
Reporting your carbon footprint
How to reduce your carbon footprint
Question and answer session
1:00pm Buffet lunch

To register your interest please click [here](#) or complete and return the booking form on page 3.

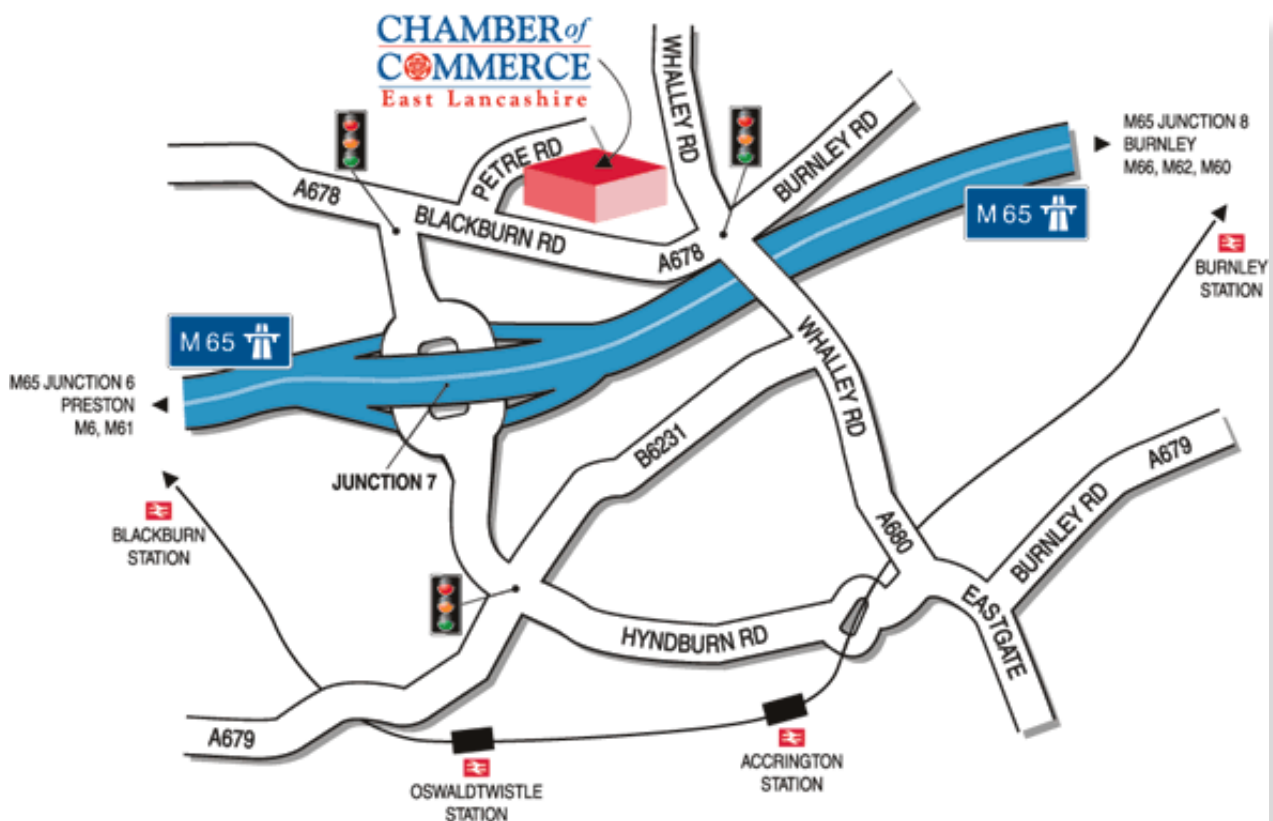
Supported by:



Directions

To get to the East Lancs Chamber of Commerce, Red Rose Court, Clayton-Le-Moors, BB5 5JR

From the M65 leave at junction 7 and take the A6185 exit to Clitheroe/Accrington. At the roundabout take the 1st exit onto the A6185/Dunkenhalgh Way heading to Clitheroe/A59. Turn right at the A678/Blackburn Road, and take the 1st exit onto Petre Road. The Chamber of Commerce is on the right.



Booking Form



Training/Event/Workshop:

Date:

Delegate (1)	
Delegate (2)	
Delegate (3)	
Company	
Address	
Town	
Postcode	
Telephone	
Email	
Special Dietary Requirements	

Payment enclosed

£

Not Applicable

Purchase order number

Please send completed booking forms to **Zohra Ali**, Lancashire BEA, Nova Scotia Wharf, Bolton Road, Blackburn, BB2 3GE,
email: zohra.ali@groundwork.org.uk, or fax: **01254 682288**
Confirmation and joining instructions will be sent out prior to the event.
Contact Zohra Ali on **01254 669059** with any queries.

Please see overleaf for booking conditions and cancellation policy

Lancashire BEA - www.LancsBEA.co.uk Tel: 01254 676747,
Safety, Health and Environmental Support for Business

Booking Conditions & Cancellation policy

BOOKING PROCEDURE

Places on training courses, seminars and workshops will be allocated on a first come, first served basis on receipt of:

- Completed delegate booking form or online confirmation **and**
- Receipt of payment (where applicable)

All places will be confirmed in writing. Where fees are applicable, confirmation of your place will only be made on receipt of payment.

HOW TO PAY

1. Cheque - Payable to **Newground CIC** marking the course, company and delegate name on the back.

2. Bank Transfer - Using the following details:

Sort Code: 20-09-72

Bank Account Number: 60430501

Account Name: Newground CIC

Bank: Barclays, 8/14 Darwen Street, Blackburn. BB2 2BZ.

Notification and/or remittance should be sent to inform us of any bank transfers.

CANCELLATION POLICY

1. No monies will be refunded for cancellations however, we will consider transferring the fees to another course for those cancelled more than 2 weeks in advance of the course date.

2. No monies will be refunded for non-attendance.

3. In the case of non-attendance on a course provided free of charge, Groundwork Pennine Lancashire reserved the right to make a charge for costs incurred.

4. If your name is placed on a waiting list, we will retain your payment and notify you as soon as possible if a place becomes available. In the event that no place becomes available, all payments will be returned or reimbursed.

5. All course/event dates may be subject to change or cancellation. Groundwork Pennine Lancashire reserves the right to cancel courses and events at any time without liability. In these circumstances, we will offer an alternative date or a full refund. We are unable to reimburse any other costs that may have been incurred, including travel, accommodation etc.

GROUNDWORK AND NEWGROUND CIC

Groundwork Pennine Lancashire consists of a registered charity, the Groundwork Pennine Lancashire Trust Ltd. (Company no 02501885, Charity no 702800) and a wholly owned subsidiary, Newground CIC (Company No 02584952) through which the charity's programmes are delivered. Surpluses from the programmes operated by Newground CIC are transferred to this charity at the end of each financial year.

The Groundwork Pennine Lancashire Trust is regulated by the Charities Commission and Newground CIC by the Regulator of Community Interest Companies.

The accounts of both companies are available from the website of the respective regulator and on request from: Groundwork Pennine Lancashire, Environment Centre, Bob Watts Building, Nova Scotia Wharf, 193 Bolton Road, Blackburn, Lancashire, BB2 3GE

Lancashire BEA - www.LancsBEA.co.uk Tel: 01254 676747,
Safety, Health and Environmental Support for Business