

# ATTENDANCE CONFIRMATION FORM

(to be submitted with the CPD logbook)

NAME OF ATTENDEE: ………………………………………………………………………

EVENT TITLE: ………………………………………………………………………………….

TYPE OF EVENT eg. Conference, workshop, seminar etc………………………………….

## (this part to be completed by the event organiser/s in full)

EVENT ORGANISER (Company name): ……………………………………………………

CONTACT INFORMATION OF EVENT ORGANISER:

Tel: ………………………………………. MOBILE: ……………………………….

Email: ……………………………………………………………………………………………

This is to confirm that ………………………………………………………………………

attended the above named event.

 Date of the Event : ……………………………………………………………………….

 Duration (time attended): From ………………….. to …………….. (Total no. of hours: ……………)

**Signed**: …………………………………………………… ……………………………..

Date

FULL NAMES: ………………………………………………………………………….

DESIGNATION: ……………………………………………………………………………

Event Organiser Company Stamp here