

BOOKING FORM FOR NAS GLOW MEET / VIDEOCONFERENCE SESSIONS

Please complete all sections of the booking form and return it to:

**Education Services, National Archives of Scotland, General Register House,
2 Princes Street, Edinburgh EH1 3YY.**

or fax it to the Education Officer on **0131 535 1363**.

1. Contact details

Name	
School	
Address	
Postcode	
Tel. no.	
Email	

2. Class information

Class	No. of pupils	Name of teacher

3. Select your topic.

Topic	Level

4. Select the type of delivery and number of sessions you wish to book.

Glow	Videoconference

One	Two	Three

5. Select the dates and times

Please list three dates according to your first, second and third preferences
State your preferred 30-minute delivery time(s) between 10:00 – 15:00.

Number of Sessions	1 st Preference		2 nd Preference		3 rd Preference	
	Date	Time	Date	Time	Date	Time
Session One						
Session Two						
Session Three						

6. Preparations

We will meet with teachers, by web or video link, at least two weeks in advance of the first session to finalise the content to be covered, to provide any preparatory course materials and to test the connection. **You will receive confirmation of your booking by email within 5 working days. Please reply to this email with a date and time for the introductory session.**

7. Publicity

Tell us how you heard about the National Archives of Scotland Education Service.

Local Authority	LTS	SAfS website	Other Website*	Word of mouth	Other*

* please specify

Other.....

Please do not forget to sign the declaration below.

9. Declaration

I agree that the details above are complete and correct.	
Signed:	Date:

For Official Use

	Date issued	By email
Booking confirmation		
Test session and links arranged		