



- **How is ADSO training delivered?**

All our courses are offered as virtual training via zoom at the moment. We may return to classroom based learning in the future should circumstances and demand allow.

- **How do I book a place?**

Places can be booked online, follow the link from the ADSO website from [here](#).

- **Do I need to attend both dates?**

Most of our virtual courses take place across two sessions, and where this is the case delegates need to attend both sessions. Make sure you check the course outline for each course, this will tell you if the course is split into two, or if it is a single workshop.

- **It says the course is full, can I be added to a waiting list?**

If a course is full you will be able to be added to the waiting list, you'll be notified if any places become available, or if an additional course is added to the programme.

- **What is the cost?**

The cost of the course depends whether you have ADSO membership and the type of course you would like to attend. Each course outline will detail the costs, please ensure that if you are an ADSO member that you confirm your membership number with Kirsty Lowe via email after you have booked your place [Kirsty.lowe@emcouncils.gov.uk](mailto:Kirsty.lowe@emcouncils.gov.uk)

- **Who will the PO need to be made out to?**

ADSO, please ensure that you raise a PO for events against the ADSO training and development, if you are unsure please contact Kirsty Lowe for more information [Kirsty.lowe@emcouncils.gov.uk](mailto:Kirsty.lowe@emcouncils.gov.uk).

- **Can I provide a PO after I have booked a place?**

Yes, POs will need to be provided before the start of the course and can be made after the booking and emailed to [Kirsty.lowe@emcouncils.gov.uk](mailto:Kirsty.lowe@emcouncils.gov.uk), please ensure that a PO is provided at least a week before the course start date.

- **Where will the invoice come from?**

ADSO, a copy will be emailed to you. If you need more information, please contact [Kirsty.Lowe@Emcouncils.gov.uk](mailto:Kirsty.Lowe@Emcouncils.gov.uk)



- **Can I access the free Learner places on courses?**

ADSO Learners can access two free places during their time working on the ADSO Certificate, this applies to courses except 'Just a Minute', 'Meetings Procedures' and 'Becoming a DSO'. If you would like to access a place as a Learner please ensure that you email [Kirsty.lowe@emcouncils.gov.uk](mailto:Kirsty.lowe@emcouncils.gov.uk) at the point of booking to ensure that there are places available and to inform Kirsty that you would like to take advantage of this benefit of being a ADSO Learner.