

Delegate booking form

Please complete this form in
BLOCK CAPITALS using a black pen.

You can book for up to two delegates using this form. If you would like to book more than two delegates, please either photocopy this form or request a further copy from Benedict Business Resources. Alternatively, you may book online by visiting the dedicated conference website at www.annualassembly.co.uk

All delegate bookings will be for two-day attendance at the conference, unless otherwise indicated.

Total number of delegates booked

1 2 3 4 5 6

Please complete, sign and return this form by fax, e-mail or post to:

Benedict Business Resources,
St Jude's Place, PO Box 617, Albury,
Guildford, Surrey, GU5 9XU

Telephone: 01483 205 432

Fax: 01483 202 335

E-mail: benedictbr@btinternet.com

Purchase order number

Invoicing address (if different)

Postcode

Signed

Dated

Contact details

Name of organisation

Contact name

Address to which delegate packs should be sent

Postcode

Telephone

E-mail

First delegate details

Title Cllr Mr Ms Mrs Miss

First name Surname

Job title

Please indicate which *one* of the following categories best describes your role:

Chief executive Council leader Independent member

Monitoring officer Standards committee member

Other (please specify)

Vegetarian diet Vegan diet Wheelchair access

Induction loop Large print Other (please specify)

Please indicate whether or not you will be attending the conference dinner on Monday evening: Yes No

Please complete this section if you are booking for ONE day only

Please tick which day you wish to attend: Monday Tuesday

Second delegate details

Title Cllr Mr Ms Mrs Miss

First name Surname

Job title

Please indicate which *one* of the following categories best describes your role:

Chief executive Council leader Independent member

Monitoring officer Standards committee member

Other (please specify)

Vegetarian diet Vegan diet Wheelchair access

Induction loop Large print Other (please specify)

Please indicate whether or not you will be attending the conference dinner on Monday evening: Yes No

Please complete this section if you are booking for ONE day only

Please tick which day you wish to attend: Monday Tuesday

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Booking notes

Conference fees

Fee for the two-day conference is **£415 plus VAT** per delegate. This includes conference notes and refreshments (Monday lunch and dinner, and Tuesday lunch).

Fee for one-day attendance is **£310 plus VAT** per delegate. This includes conference notes and refreshments (Monday dinner and lunch on the day you are attending).

Fee for guests accompanying delegates to the conference dinner is **£42.50 plus VAT** per guest. We regret that this fee is non-refundable.

Please note that the two-day fee is for a single delegate, attending the conference for two days. If two separate delegates wish to attend one day each, the fee will be **£310 plus VAT** per delegate. Split delegate places are not permissible.

We regret that we are unable to refund the cost of any meals not taken.

Conference fees do not include any accommodation or travel expenses. These are the responsibility of the delegate.

Payment

An invoice will be raised on receipt of this booking form and sent, under separate cover, to the address indicated.

Payment must be made within 28 days of the invoice date and in advance of attendance in order to secure your place. Cheques should be made payable to the Standards Board for England and returned to Benedict Business Resources. BACS details will be shown on the invoice.

We regret that we are unable to accept telephone bookings.

Confirmation

A pack confirming your place will be mailed individually to each delegate shortly after receipt of the booking form.

Cancellation

It will not be possible to refund any fees if notification of cancellation is received after **15 September 2006**. Any booking cancelled after this date will be subject to the full conference fee. Substitute delegates are welcome. Please note that cancellations or substitute delegate names must be received in writing, by e-mail or by fax.

Please note that it may be necessary, for reasons beyond the control of the Standards Board for England, to change the content or timing of the programme, speakers or the venue.

Data protection

By signing this booking form you consent to these details being stored in a database operated by Benedict Business Resources, on behalf of the Standards Board for England. They will only be used for the purposes of administering this conference and will not be used after the event for marketing purposes, nor will they be sold to any third parties.

Special needs information will be disclosed to the venue's representatives in order to facilitate your attendance at the event. Full copies of the Benedict Business Resources and the Standards Board for England privacy policies are available on request.