

Applicant 3

Forenames: *
Surname: *
Organisation: *
Address: *

Telephone: *
Fax:
E-mail: *

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Special dietary needs:

Delegate Type*:

<input type="checkbox"/>	lofAM Member or Fellow
<input type="checkbox"/>	Non-Member
<input type="checkbox"/>	Business Affiliate Members

Please tick each event you wish to register for:

<input type="checkbox"/>	15 December 2009 Media relations: building your public profile
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Please note: if you wish to make a booking for more than three delegates to take advantage of our multiple booking discounted rates, please contact the lofAM events team to confirm the details of your booking.

How did you hear about this event?

<input type="checkbox"/> E-mail	<input type="checkbox"/> lofAM website	<input type="checkbox"/> Other website
<input type="checkbox"/> Previous lofAM event	<input type="checkbox"/> Word of mouth	<input type="checkbox"/> Flyer
<input type="checkbox"/> Other (please identify:)	<input type="text"/>	
<input type="checkbox"/> Please tick here if you are a non-member and would like to receive a membership enquiry pack		

Booking Details

	Price (per person)	Price incl. VAT	Quantity	Total
lofAM Members and Fellows	£65 + VAT	£74.25	<input type="text"/>	£ <input type="text"/>
lofAM Members and Fellows (multiple booking rate *)	£45 + VAT	£51.75	<input type="text"/>	£ <input type="text"/>
Business Affiliate Members	£250 + VAT	£287.50	<input type="text"/>	£ <input type="text"/>
Non-members	£95 + VAT	£109.25	<input type="text"/>	£ <input type="text"/>
Non-members (multiple booking rate *)				
– booked by non-member	£85 + VAT	£97.75	<input type="text"/>	£ <input type="text"/>
– booked by lofAM member / fellow	£75 + VAT	£86.25	<input type="text"/>	£ <input type="text"/>

* Note: To qualify for multiple booking rate you must either book places for two or more people to attend the same seminar OR book places at more than one seminar at the same time
If you intend to book for a group of more than 3 delegates and take advantage of this offer, please contact the lofAM events team to confirm the details of your booking.

Total £

Payment

Preferred payment method – please mark appropriate:

<input type="checkbox"/>	Cheque to follow by post
<input type="checkbox"/>	BACS (please send us a remittance advice)
<input type="checkbox"/>	Invoice

Note, your organisation may require a purchase order number in order to process the invoice. If this is the case, please enter the number in the box below.

Purchase order no:

If invoicing details are different from those given above, please state below:

Organisation:	<input type="text"/>	Address:	<input type="text"/>
Account Contact Name:	<input type="text"/>		<input type="text"/>
Telephone:	<input type="text"/>		<input type="text"/>

Notes:

1. Confirmation and a VAT invoice/receipt will be issued in respect of all bookings. VAT is charged at 15% and under UK excise regulations must be paid by all delegates attending a conference taking place in the UK. VAT Reg. No. 600 8245 76.
2. Cheques and bank drafts drawn in pounds sterling on a UK bank, must be made to The Institute of Association Management.
3. Bank transfers should be made as follows: Institute of Association Management; Barclays Bank Plc; Sort Code: 20-05-00; Account no: 30316385. Please quote your organisation name.
4. Admission to the event will not be permitted if payment or BACS advice has not been received.
5. Once a booking has been made and payment received, no cancellations can be accepted but substitutions can be made provided IofAM are notified in writing in advance.
6. The Institute of Association Management is a company limited by guarantee. Registered in England, Number 5911943. Registered Office: 1 Queen Anne's Gate, Westminster, London, SW1H 9BT

I accept the conditions concerning payment and cancellation

The IofAM will hold your details on its computer database and use these details both in connection with this event and to advise you of IofAM activities that may be of interest to you. If you do not wish to receive such information, please tick this box.

From time to time, third parties act on our behalf or with our consent and the IofAM will share your details with that third party for a specific purpose. If you do not wish us to share your information with such third parties, please tick this box.