

Please use the form below to apply for a place at the forthcoming
 Institute of Association Management event

Seminar Application Form

These events are open to both members and non-members of IofAM.

- IofAM Members and Fellows £65 +VAT
- IofAM Members and Fellows (multiple booking rate*) £45 +VAT
- Business Affiliate Members £250 +VAT
- Non-member £95 +VAT
- Non-member (multiple booking rate*) £85 +VAT when booked by a non-member
 £75 +VAT when booked by an IofAM Member or Fellow

* 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

The IofAM Annual Conference is not included within this promotional offer and must be booked separately

Service providers who are not IofAM Business Affiliate members are unable to attend this event as delegates, however sponsorship opportunities are available. For more information on sponsoring this seminar please contact The Institute of Association Management at info@iofam.co.uk or 08456 590 704.

Please note, upon IofAM receiving your booking form, you become liable for payment of the fees (please see Notes)

Applicant 1

Forenames: *

Surname: *

Organisation: *

Address: *

Telephone: *

Fax:

E-mail: *

Special dietary needs:

Delegate Type*: IofAM Member or Fellow
 Non-Member
 Business Affiliate Members

Please tick each event you wish to register for:

- 20 July 2010
Developing the leadership that grows your association
- 4 October 2010
Recruiting and retaining members: 2010 update
- 24 November 2010
How legal are you?

Applicant 2

Forenames: *

Surname: *

Organisation: *

Address: *

Telephone: *

Fax:

E-mail: *

Special dietary needs:

Delegate Type*: IofAM Member or Fellow
 Non-Member
 Business Affiliate Members

Please tick each event you wish to register for:

- 20 July 2010
Developing the leadership that grows your association
- 4 October 2010
Recruiting and retaining members: 2010 update
- 24 November 2010
How legal are you?

Applicant 3

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

Telephone: *
Fax:
E-mail: *

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Special dietary needs:

Delegate Type*:
 IofAM Member or Fellow
 Non-Member
 Business Affiliate Members

Please tick each event you wish to register for:

- 20 July 2010
Developing the leadership that grows your association
- 4 October 2010
Recruiting and retaining members: 2010 update
- 24 November 2010
How legal are you?

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 IofAM events team to confirm the details of your booking.

How did you hear about this event?

- E-mail IofAM website Other website
- Previous IofAM event Word of mouth Flyer
- Other (please identify:)
- 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
IofAM Members and Fellows	£65 + VAT	£76.38	<input type="text"/>	£ <input type="text"/>
IofAM Members and Fellows (multiple booking rate *)	£45 + VAT	£52.88	<input type="text"/>	£ <input type="text"/>
Business Affiliate Members	£250 + VAT	£293.75	<input type="text"/>	£ <input type="text"/>
Non-members	£95 + VAT	£111.63	<input type="text"/>	£ <input type="text"/>
Non-members (multiple booking rate *)				
– booked by non-member	£85 + VAT	£99.88	<input type="text"/>	£ <input type="text"/>
– booked by IofAM member / fellow	£75 + VAT	£88.13	<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 IofAM events team to confirm the details of your booking.

Total £

Payment

Preferred payment method – please mark appropriate:

- Cheque to follow by post
- BACS (please send us a remittance advice)
- 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:
Account Contact Name:
Telephone:

Address:

Notes:

1. Confirmation and a VAT invoice/receipt will be issued in respect of all bookings. VAT is charged at 17.5% 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: Venture House, 6 Silver Court, Welwyn Garden City, Hertfordshire AL7 1TS

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.