

# The 9<sup>th</sup> Annual Local Authority CCTV Conference – 29 Sept 2010

## BOOKING FORM



To register for place(s) at this conference please complete the booking form below or register online at: <http://www.psstrategies.co.uk/>

### The fees for this event are as follows:

Public Sector rate (Applicable to all Public Sector Organisations)	<b>£265.00</b> plus £46.38 VAT. Total £311.38
Full rate	<b>£315.00</b> plus £55.13 VAT. Total £370.13

Conference fees include all day access to the conference together with a full conference pack, buffet lunch and refreshments. The fee also includes the availability of electronic versions of presentations to be sent after the conference (please note this may not include all presentations due to Legal and Data Protection reasons). Fees do not include travel costs or accommodation. If you would like assistance in finding accommodation, please contact us on 01483 203536.

If you complete and submit this form you are making a confirmed booking. Please ensure that you have read the booking terms and conditions before sending the form.

### DELEGATE INFORMATION

Name			
Position			
Organisation			
Email			
Telephone			
Address			
Postcode			
Fax			
Workshop Selection	Operational Standards	Head-Cams	(please tick one)
Purchase Order Number			

#### Special requirements

Please enter any special dietary or accessibility requirements (e.g. vegetarian diet, vegan diet, wheelchair access, induction loop, large print or other):

#### Billing Address

Please fill in your billing address if it is different from the one above:

#### Conference Fee Rate (please tick)

Public Sector  
 Full Rate

**Please fax this booking form to: 01483 202335**

**Or send to: Benedict Business Resources (our conference administrators)**

**St Jude's Place, PO Box 617, Albury, Guildford, GU5 9XU**

## Terms and Conditions

### BOOKING NOTES

Places will be allocated on a first-come, first-served basis so apply early to secure your place.

The fee for this conference is shown on the booking form. This includes conference notes, buffet lunch and refreshments.

An invoice will be raised on receipt of this booking form and mailed, to the address provided.

Payment must be made within 28 days of the invoice date and in advance of attendance in order to secure your place. An administration charge of £20 will automatically be added to any invoices outstanding for more than two days after the date of the conference.

Cheques should be made payable to PSS Conference Account and returned to Benedict Business Resources.

BACS details will be provided with the invoice and remittances should be faxed (01483 202335) or e-mailed ([info@benedictbr.co.uk](mailto:info@benedictbr.co.uk))

Unfortunately we are unable to take telephone bookings.

### CONFIRMATION

Individual confirmation of place packs will be e-mailed to each delegate shortly after receipt of the booking form.

### CANCELLATION

It will not be possible to refund any fees if notification is received within 21 days of the conference date. Any booking cancelled after this date will be subject to the full conference fee. Substitute delegates are welcome.

Notification of a change of name must be received in writing, by email or by fax.

Please note that it may be necessary, for reasons beyond the control of Public Sector Strategies, 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 Public Sector Strategies which will only be used for the purposes of administering this conference and will not 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.

A full copy of the BBR privacy policy is available on request.

### FORCE MAJEURE

Public Sector Strategies and Benedict Business Resources shall not be liable for any failure or delay in the performance of its obligation where the same is due to any circumstances outside its reasonable control including (without limiting the foregoing) war, strikes, lockouts, flood, earthquake, natural disasters, industrial action, shortage of supplies, breakdown of machinery, failure of utility supply, transport delays, accidents, government action, fire, riot, terrorism or criminal acts or delays caused by sub-contractors.

### FURTHER INFORMATION

For booking enquiries please contact Benedict Business Resources on 01483 203536, or e-mail [info@benedictbr.co.uk](mailto:info@benedictbr.co.uk)