

Delegate Booking Form

PARTNERSHIP STRATEGIC INTELLIGENCE ASSESSMENTS

Wednesday 18th November 2009
Local Government House, Smith Square, Westminster SW1

Registration

Online

You can register for this conference online at
www.psstrategies.co.uk

Fax / Post

Please complete, sign & return by fax, email or
post to the conference organisers for this
event:

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

Tel: 01483 203 536

Fax: 01483 202 335

Email: info@benedictbr.co.uk

Payment:

Rate per delegate

Full Rate

£315.00 plus £47.25 VAT. **Total £362.25**

Public Sector Rate

£265.00 plus £39.75 VAT. **Total £304.75**

payable to **PSS Conference Account**
and returned to **Benedict Business**
Resources.

*Special rates are available to delegates from the
voluntary sector. Please contact us for further
information.*

Group Bookings

A 10% discount is offered for group bookings of three or
more delegates from a single organisation.

Signed

Dated

If you do not wish to be notified about
future PSS conferences and events please
indicate by placing a cross in the box

Please note that these details will not be sold to third parties for any purpose.

Please complete in BLOCK CAPITALS

CONTACT DETAILS

Name of organisation:

Address to which delegate packs should be sent:

Town, County:

Post Code:

Contact Name:

Telephone:

Fax:

Email:

Purchase Order No:

Invoicing Address if different:

DELEGATES' DETAILS

Delegate 1

Title:

Name:

Job Title:

Special Needs – Please circle as appropriate

Vegetarian Diet

Induction Loop

Vegan Diet

Large Print

Wheelchair Access

Other (please specify)

Delegate 2

Title:

Name:

Job Title:

Special Needs – Please circle as appropriate

Vegetarian Diet

Induction Loop

Vegan Diet

Large Print

Wheelchair Access

Other (please specify)

PSIA

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 sent, under separate cover, to the address indicated.

Purchase order numbers must be provided with the booking form if this is required by your organisation. It cannot be guaranteed that purchase order numbers will be included on the invoice if received at a different time to the booking form.

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.

Unfortunately we are unable to take telephone bookings.

CONFIRMATION

Individual confirmation of place packs will be mailed 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 28 October 2009. 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. Cancellations received before the 28 October will be subject to a £25 administration fee.

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, date 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.

PLEASE SEE REVERSE FOR DELEGATE BOOKING FORM