

EVENTS FOR CENTRES 2009-10

BOOKING FORM

EVCBF/0909

Event details			
Event title			
Venue (town)	Event date		
Your details			
Title (Ms, Mr, Mrs etc)	First name		
Surname			
ILM membership no*			
ILM centre no*			
Job title			
Organisation			
Address			
Postcode			
Daytime telephone			
Mobile			
Email			
Any special requirements (eg dietary, wheelchair access etc)			
Number of guests <input type="text"/> <input type="text"/> (please provide guest details overleaf)			
Booking			
	Price per attendee	Total	
Number of attendees (paying) <input type="text"/> <input type="text"/>	£/€	£/€	
Number of attendees (free) <input type="text"/> <input type="text"/>			
Payment details			
<input type="checkbox"/> Please find enclosed my cheque for the full amount made payable to ILM			
<input type="checkbox"/> Please send an invoice for the full amount to my organisation address, stating Purchase Order no <input type="text"/>			
<input type="checkbox"/> Please debit my card the full amount (sterling)			
<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Maestro			
Cardholder name			
Card no			
<input type="text"/>			
Valid from	Valid to	Issue no	Security no**
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Please tick if you require a receipt			
Declaration			
<input type="checkbox"/> I confirm that I have read and agree to the terms and conditions			
Signature	Date		

Post to
Institute of Leadership & Management Events, Freepost LF 52 Lichfield, WS13 6BR
For more information
Please contact the Events Team on T +44 (0)1543 266896 F +44 (0)1543 266806 E events@i-l-m.com
Terms and Conditions
Bookings and Confirmation
<ul style="list-style-type: none">Delegates will be provided a place at an ILM event once a completed booking form has been receivedDelegate places at events will be allocated on a first come, first served basis. Completing a booking form does not guarantee a placeDelegates will receive an email to confirm their booking shortly after their place has been reservedJoining instructions will be provided at least four weeks before the event datePlease contact the Events Team on +44 (0)1543 266896 if you have not received the joining instructions four days before the event is due to take place
Fees
<ul style="list-style-type: none">Delegate fees contribute towards the costs of administration, the venue, refreshments, speaker expenses and any materials provided by the speaker
Cancellation by you
<ul style="list-style-type: none">A full refund will be given to paying delegates who cancel their booking at least seven days in advance of the date of the eventNotification of a cancellation must be received either in writing at our Lichfield address or by email. If you telephone to cancel you will be asked to send an email to confirmWe regret that no refunds can be given if you cancel with less than seven days notice

*If applicable **The last three digits printed on the signature strip on the back of the card

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Management

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Guest(s) details (Please photocopy this form to add additional guests to your booking)		
Guest 1		
Title (Ms, Mr, Mrs etc)	First name	Surname
ILM membership no (if guest is a member of ILM)		
Job title		
Organisation		
Email		
Any special requirements (eg dietary, wheelchair access etc)		
Guest 2		
Title (Ms, Mr, Mrs etc)	First name	Surname
ILM membership no (if guest is a member of ILM)		
Job title		
Organisation		
Email		
Any special requirements (eg dietary, wheelchair access etc)		
Guest 3		
Title (Ms, Mr, Mrs etc)	First name	Surname
ILM membership no (if guest is a member of ILM)		
Job title		
Organisation		
Email		
Any special requirements (eg dietary, wheelchair access etc)		
Guest 4		
Title (Ms, Mr, Mrs etc)	First name	Surname
ILM membership no (if guest is a member of ILM)		
Job title		
Organisation		
Email		
Any special requirements (eg dietary, wheelchair access etc)		
Guest 5		
Title (Ms, Mr, Mrs etc)	First name	Surname
ILM membership no (if guest is a member of ILM)		
Job title		
Organisation		
Email		
Any special requirements (eg dietary, wheelchair access etc)		