

PLEASE BOOK THE FOLLOWING SESSIONS

(Please use block capitals in black ink) For Masterclasses use two lines as they are costed as two sessions.

Delegate attending (full name)	Job title	Delegate email	Session name	Session code	Optional Lunch Cost (light buffet £7 pp)
1					35
2					35
3					30
4					30
5					25
6					25
Total					

Method of Payment

- Cheque** (made payable to DSC)
- Invoicing** (orders over £50 only)
- BACS** (ensure remittance is sent)

- Visa**
- Mastercard**
- Switch**
- Delta/Connect**

- Card no.**
- Security no** (last 3 digits on back of card)
- Valid from** **Expiry date** **Issue no** (Switch only)

How did you hear about us?

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Specific requirements

- Hearing aid loop system Wheelchair access
- Large print handout material
- Sign language interpreter*
- Lip speaker*
- Other (specify),

*These must be booked by 27 January 2012



Main Contact address

Name _____
 Organisation _____
 Address _____
 Postcode _____
 Tel: _____
 E-mail: _____

Billing address (if different from main contact)

Name _____
 Organisation _____
 Address _____
 Postcode _____
 Tel: _____
Cardholder's signature: _____

Confirmation statement:

I have read and agreed to DSC's Terms & Conditions
 Sign: _____ Date: / /

Tick List

- Enter name, job title and email for each person attending.
- Please insert the workshop name and code(s) of the workshop they wish to attend. These are listed next to each workshop.
- The pricing structure means that as your organisation books more workshops the price comes down. The first and second workshops are £35, the third and fourth are £30, the fifth and subsequent are all £25.

- If you want to book more than 6 workshops photocopy and continue on a new booking form – please note these additional workshops now cost only £25 each.
- If you require lunch, please fill in the amount per person.
- Enter the total cost of all workshops and lunch.
- For specific requirements, please make sure you tick the boxes on the bottom of the Booking Form. We will endeavour to meet all your needs. Please note that for a sign language interpreter or a lip speaker we need notification by 27 January 2012 in order to make the necessary arrangements.

- If more than one person on the booking form has specific requirements, please complete a separate form for each one.
- Complete payment details and sign confirmation statement.

Terms and Conditions

Advance bookings close on Friday 17 February 2012. Bookings received after this date will not be processed, but you will be able to book on the day. NB: Once you have submitted your booking whether you have sent payment or not you will be liable for the whole fee.

How to Book All bookings must be made in writing and can be submitted by post, fax or online at www.managementfair.org.uk
Managementfair 2012, DSC, 24 Stephenson Way, London NW1 2DP Fax: 020 7391 4808

Payments We can only issue an invoice for over £50. In order for us to process this, we must receive your booking postmarked no later than Friday 10 February. All other bookings must be accompanied by payment.

Online – credit card, request an invoice or BACS*
 By post – cheque (payable to Directory of Social Change) or with credit card, request an invoice or by BACS*
 By fax – credit card, request an invoice or by BACS*
 *If you wish to pay by BACS, please contact us.

Once payment has been received and your booking has been processed we will send you a letter of confirmation.

Cancellations Once you have submitted your booking, whether or not you have sent payment, you are liable for the whole fee. Bookings are only transferable to another delegate from the same organisation. They are not refundable. Only in exceptional circumstances can delegates qualify for a refund at the discretion of the Customer Services Manager, and in these circumstances a 25% administration charge will be deducted for each session cancelled.

Data Protection DSC will use the information you provide on your Booking Form (see opposite) for administering the sessions only. We will not disclose this information to any other person or organisation, except in connection with Managementfair 2012.