

EVENTS FOR MEMBERS 2009-10

BOOKING FORM



EVMBF/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 <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
<input type="text"/>	<input type="text"/>
Issue no	Security no**
<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
<input type="text"/>	<input type="text"/>

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

- Delegates will be provided a place at an ILM event once payment has been received
- Delegate places at events will be allocated on a first come, first served basis. Completing a booking form does not guarantee a place
- Delegates will receive an email within two days to confirm receipt of this booking form
- Joining instructions will be provided at least four weeks before the event date
- Please 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

- Early bird discounts can be claimed for bookings received four weeks before the event date
- Delegate fees contribute towards the costs of administration, the venue, refreshments, speaker expenses and any materials provided by the speaker

Cancellation by you

- A full refund will be given to paying delegates who cancel their booking at least seven days in advance of the date of the event
- Notification 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 confirm
- We 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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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)		