



# Learning Convention and Exhibition 2017

Please note - This form may be downloaded and completed as an editable PDF

Oxford Belfry Hotel, Monday 25<sup>th</sup> to Wednesday 27<sup>th</sup> September

**Delegate Booking Form:** Please complete and return by email to [julie.dunk@iccm-uk.com](mailto:julie.dunk@iccm-uk.com)

Title (Mr/s, Ms, Other):  First Name:  Last Name:

Organisation/Authority:  Purchase Order Number:

Address:   
Postcode:

Telephone:  Email:

**NB: Correspondence will be by email**

Alternative address for invoice (if different from above)

**DELEGATE PACKAGE: NB ICCM Member includes both Professional and Corporate Members**

✓ Please tick box

|   |  |                 |                  |                          |
|---|--|-----------------|------------------|--------------------------|
| <b>Full Delegate:</b><br><small>Not available to suppliers</small><br>Please contact the Event Manager if alternative arrangements are required | Includes admission to all sessions and Exhibition; all refreshment breaks and meals, including lunches and dinner; social events; Event Pack; Bed and Breakfast accommodation in single standard room on Monday 25 <sup>th</sup> and Tuesday 26 <sup>th</sup> September (please see below if double room or upgraded accommodation required) | ICCM Member     | £430.00 plus VAT | <input type="checkbox"/> |
|   |  | Non ICCM Member | £490.00 plus VAT | <input type="checkbox"/> |

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| <b>Day Delegate:</b><br><small>Not available to suppliers</small> | Includes admission to all sessions and Exhibition, refreshment breaks and lunch on day booked. Excludes dinner, social events and accommodation | ICCM Member     | £150.00 plus VAT | <input type="checkbox"/> |
|   |   | Non ICCM Member | £180.00 plus VAT | <input type="checkbox"/> |

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| <b>Half Day Delegate:</b><br><small>Not available to suppliers</small> | Includes admission to all sessions and Exhibition, refreshment breaks on half day booked. Excludes lunch, dinner, social events and accommodation | ICCM Member     | £90.00 plus VAT  | <input type="checkbox"/> |
|  |   | Non ICCM Member | £110.00 plus VAT | <input type="checkbox"/> |

If Day or Half Day attendance, please specify which day or half day:

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| <b>Exhibition Only:</b><br><small>Not available to suppliers</small> | Delegates may attend the Exhibition free of charge, but please pre-register by indicating day attending here: <input type="text"/> | <small>Please note that refreshments and meals are not available for Exhibition Only delegates</small> |
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| <b>Partners:</b> | Accompanying partners may attend the social events (including the evening meals) and Exhibition. If sharing accommodation double room fees also apply | £130.00 plus VAT | Name: <input type="text"/> |
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|-----------------------------------|--|-----------------|---------------------------|
| <b>Convention Dinner Tickets:</b> | Extra tickets may be purchased for the Convention Dinner on Tuesday 26 <sup>th</sup> September. <b>NB One ticket is included in the full delegate rate</b> | £55.00 plus VAT | QTY: <input type="text"/> |
|-----------------------------------|--|-----------------|---------------------------|

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| <b>Accommodation:</b><br>The full delegate fee includes en-suite single accommodation in a standard room on Monday 25 <sup>th</sup> and Tuesday 26 <sup>th</sup> September. Please indicate if upgraded accommodation or a double room (for dual occupancy) is required. The hotel website has details of the types of rooms and facilities: <a href="http://www.ghotels.co.uk/our-locations/the-oxford-belfry/bedrooms/">http://www.ghotels.co.uk/our-locations/the-oxford-belfry/bedrooms/</a><br><b>NB Upgraded rooms are subject to availability</b><br><br>Accommodation may also be booked for Sunday 24 <sup>th</sup> September. Please indicate if required. If upgraded or double accommodation is required, the relevant rates will apply | <b>Superior Room</b>                    | £25.00 plus VAT per night | <input type="checkbox"/> |
|   | <b>VIQ Room</b>                         | £40.00 plus VAT per night | <input type="checkbox"/> |
|   | <b>Suite</b>                            | £50.00 plus VAT per night | <input type="checkbox"/> |
|   | <b>Double</b>                           | £30.00 plus VAT per night | <input type="checkbox"/> |
|   | <b>Sunday 24<sup>th</sup> September</b> | £100.00 plus VAT          | <input type="checkbox"/> |

|                              |   |
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| <b>Special Requirements:</b> | Please indicate here any special dietary or accommodation requirements <input type="text"/> |
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**Terms and Conditions:** An invoice for the full amount will be sent to the address you give above. Full payment is due as invoiced. Delegate cancellations must be received in writing before 31<sup>st</sup> August 2017 – the fee will be refunded less a £50.00 administration charge. After 3<sup>rd</sup> August NO money will be refunded for cancellations. Bookings may be transferred to colleagues, but any transfers must be notified to the ICCM Office in writing. It may be necessary for reasons beyond the control of the ICCM to change the content and timing of the programme, the speakers, the date or the venue. In the unlikely event of the event being canceled we will make a full refund but disclaim any further liability. Please be aware that personal details such as Name and Organisation/Authority will appear in the event literature, and will be held in accordance with the principles of the Data Protection Act. Please be aware that during the course of the event photographs may be taken for reporting and publicity purposes. Your agreement to attend the event implies your approval for any such photographs to be used without seeking further consent.

*I have read, understood and agree to abide by the terms and conditions* Signed:  Date:

Please return completed forms to Julie Dunk at [julie.dunk@iccm-uk.com](mailto:julie.dunk@iccm-uk.com)