



For office use only

Date Rec'd	Delegate No. IM15A/	Invoice Date
Amount Received	Cheque No	Date Fee Received

Booking Form FREELANCERS, CONSULTANTS AND CONTRACTORS
 Wednesday 16 September 2015, Discovery Centre, Leeds

The latest date for receipt of applications and payments is 9 September 2015.

All delegates should complete a booking form (photocopies are acceptable) and return it (with payment if possible) to: GEM Office, 54 Balmoral Road, Gillingham, Kent, ME7 4PG.
 Tel/Fax: +44 (0) 1634 853424. Email: office@gem.org.uk

A. DELEGATE DETAILS

Name:			
Organisation:			
Address 1:			
Address 2:			
Town:	Postcode:	Country:	
Tel:	Email:		

Type of delegate: (a) GEM Member GEM membership number:

Is this Personal or Institutional?

*This information is essential for claiming the member's discount.
 Institutional membership covers the attendance of up to four members of staff.*

(b) Non-member

Special requirements (including diet):	
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B. PAYMENT DETAILS

The workshop fee is £125 for GEM members (£165 for non-members)

- I enclose a cheque (in Pounds Sterling made payable to GEM) for £.....
- I am sending payment of £..... directly into GEM's CAF Bank account:
 Sort code: 405240; Account number: 00018119.
(Those paying from overseas should contact the GEM office for payment details.)
- Please invoice me (or authorised payer) for £.....
 An official purchase order must be attached. No:

Your application will be acknowledged by email. The course begins one week before the workshop with the sending out of information and details of activities to be completed before the workshop on 16 September.

Refunds for cancellations, which cannot be accepted after 9 September, are subject to a £15 admin charge.