



Get Involved 2010 Involve's 8th Annual Conference

Wednesday 8th
September 2010
9.30am - 4.00pm
The Tiverton Hotel
TIVERTON

Delegate Booking Form



Early bird discount of 10% if booking received before 14th August 2010

Your Details - Organisation

Your Name (Please sign next to Name if completing by hand)

Correspondence Address

Postcode

Telephone

Email

Workshops - You will have the opportunity to attend a selection of workshops during the conference. Please refer to the programme for full details relating to the workshops.

Please indicate your 1st choice and an alternative by clicking in the relevant box, or marking with an X

1st Choice Morning Workshop	A <input type="checkbox"/>	B <input type="checkbox"/>	C <input type="checkbox"/>
Alternative Choice Morning Workshop	A <input type="checkbox"/>	B <input type="checkbox"/>	C <input type="checkbox"/>
1st Choice Afternoon Workshop	D <input type="checkbox"/>	E <input type="checkbox"/>	F <input type="checkbox"/>
Alternative Choice Afternoon Workshop	D <input type="checkbox"/>	E <input type="checkbox"/>	F <input type="checkbox"/>

NB: All workshops have a limited number of places available and we operate on a first come, first served basis. We will always try to meet your first choice but cannot guarantee it.

Delegate Costs - Please indicate by clicking in one box, or marking with an X if completing by hand.

<input type="checkbox"/>	£20 for groups with paid staff (£5.00 discount on 2 nd & subsequent places booked)
<input type="checkbox"/>	£12 for groups with no paid staff (£2.50 discount on 2 nd & subsequent places booked)
<input type="checkbox"/>	£35 for Statutory Organisations
All above fees include a buffet lunch and refreshments throughout the day	
Cheques should be made payable to 'Involve – VAIMD'	

Invoice / Receipt Details - You do not need to send payment with this form as you will be invoiced for the event separately, however you may include payment if you wish and we will forward a receipt immediately.

Name to Appear on Invoice / Receipt	
Address to Send Invoice / Receipt	
Postcode	

Transport & Car Share

- I will require a lift to the conference; I am travelling from
- I am willing to give lifts to the conference: I am travelling from

Special Requirements - We will do our best to meet any requirements you may have, please give details of your needs below:

- Induction Loop Details
- Disabled Access Details
- Large Print Information Details
- Special Dietary Requirement Details
- Other Specific Requirements Details

On completion please return to: **Matt Appleyard, Involve, Raymond Penny House, Phoenix Lane, Tiverton EX16 6LU 01884 255734 office@involve-middevon.org.uk**

Involve is a registered charity Helping Voluntary Organisations Help the Community. Registered Charity No. 298345

This event has been kindly sponsored by **TOZERS**

Get Involved 2010 Involve's 8th Annual Conference



Wednesday 8th September 2010
9.30am - 4.00pm
THE TIVERTON HOTEL, TIVERTON

Terms & Conditions

Please complete a booking form for each person wishing to attend and send to:

CONFERENCE 2010, Involve, Raymond Penny House, Phoenix Lane,
Tiverton, Devon, EX16 6LU

Please note that the final booking deadline is FRIDAY 3rd September 2010

Catering

We will provide a buffet lunch with tea and coffee. There will also be additional refreshment breaks during the day.

Booking Terms and Conditions

Please use a separate form for each person you are booking. On receipt of a completed booking form together with your payment, confirmation of your place will be sent.

Cancellation Terms

Any cancellations will require 3 days prior notice, when a full refund will be made, less a £5 administration charge. No refunds are made when cancellations made with less than 3 days prior notice.

In the event of a cancellation by Involve, at least 3 days notice will be given, unless circumstances occur which are beyond our control.

Please note, we may need to limit the number of places per organisation depending on numbers of people wishing to attend. Delegates may be allocated their second choice workshop if attendance numbers are high. Involve endeavours to ensure that delegates are allocated their first choice option whenever possible.

To avoid disappointment, please book early

This event has been kindly sponsored by:

TOZERS

**This form is also available in large print
Please ring our office on 01884 255734**

