



Delegate Fee

	Local Voluntary/Community Organisations	National Charities/Local Authorities/NHS/Academic	Central Government/Business Sector
1 Place	£195 per delegate	£295 per delegate	£395 per delegate
2+ Places	£175 per delegate	£265 per delegate	£345 per delegate

Delegate Details

Delegate Name	Position	Event	Date	Email Address
1.				
2.				
3.				
4.				
5.				
6.				

Key Contact Details

Name: -----
 Organisation: -----
 Department: -----
 Address: -----
 Telephone: -----
 Fax: -----
 Email: -----

I wish to receive joining instructions exclusively on behalf of the delegate(s)

Invoice Details

Name: -----
 Organisation: -----
 Department: -----
 Address: -----
 Telephone: -----
 Fax: -----
 Email: -----

Send invoice directly to key contact

Purchase Order No. (if applicable): -----

Method of Payment

- Please invoice my organisation for £_____ + VAT (at 17.5%)
- I enclose a cheque for £_____ + VAT (at 17.5%) payable to Centre for Parliamentary Studies Ltd
- I will pay by Government Procurement Card or Credit Card. Please contact me to obtain the necessary details.

Confirmation

I/We agree to notify you of all cancellations and changes in writing no less than 30 days prior to the date of the event. I/We further agree to pay £100 administration charge per place on cancellation. If cancellation is received less than 30 days prior to the date of the conference then the full fee is payable; however, a substitute may be sent.

Signed: -----

Date: -----

**PLEASE EMAIL BACK TO bookings@publicpolicyexchange.co.uk
OR FAX BACK TO 0845 606 1539**