



Delegate Fee

	Local Authorities/NHS/Police/Fire/ Academic/Third Sector	Central Government/Executive Agencies/ NDPBs/Business Sector
1 Place	£380 per delegate	£480 per delegate
2+ Places	£330 per delegate	£430 per delegate

Delegate Details

Delegate Name	Position	Sector Masterclass Title	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

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

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**