

## BOOKING FORM

**IOF NORTH WEST ANNUAL CONFERENCE – 26 & 27 September 2018**

Delegate Details	
Full Name	
Job Title	
Organisation	
Organisation Address	
Telephone	
Email	
Individual* Institute Membership No	<i>* Organisational membership does not qualify you for Member Rate this only applies to individual Members</i>

Delegate Rates	Member	Non-Member	Total
All-inclusive rate (includes conference dinner) – single room	£280	£360*	£
All-inclusive rate (includes conference dinner) – twin room <input type="checkbox"/> Please indicate who you will be sharing with Name _____ Organisation _____	£240	£320*	£
One-day delegate rate Please specify day(s) required:	£100	£130	£
<input type="checkbox"/> Wednesday	£100	£130	£
<input type="checkbox"/> Thursday			
Conference Dinner on Wed, 26 September	£40	£40	£
Less <b>Early Bird Discount</b> Must be booked and paid for prior to <b>3 August 2018</b> <b>£60 off all-inclusive rates both Member &amp; Non-Member</b> <b>£30 off day delegate rates both Member &amp; Non-Member</b>		<b>LESS</b>	<b>- £</b>
Additional accommodation required on Tuesday, 26 September (including evening meal and wine)	£130	£130	£
		<b>Total Payable</b>	£

\*All-inclusive Non Member Rates – SPECIAL OFFER – if you have not been a Member of the Institute of Fundraising previously this rate includes discounted first year membership and conference attendance at associate member rate. Details will be sent with booking confirmation. Early bird discount can still be taken.

### Special Requirements:

- I have a disability and would like to discuss my requirements with the conference organisers

I confirm that I understand I am responsible for ensuring the payment is made before the deadline date outlined below or I will lose my booking.

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

### Payment Options

- CHEQUE** Please find enclosed a cheque made payable for the total amount to “Institute of Fundraising North West”
- INVOICE** Please invoice my organisation (Payment must be made by **14 September 2018**). Please note, invoices will only be sent up to **7 September 2018**. After this date, payment must be included with booking forms. We can send a receipt invoice for your records. Please include the best address to post the invoice to:

\_\_\_\_\_

\_\_\_\_\_

**Purchase Order No:** \_\_\_\_\_

**Early Bird Discount** – if you are taking advantage of this discount please note that payment **MUST** be received by us by cheque/BACS prior to **3 August 2018** if not the full amount will be due.

- BANK TRANSFER** If you wish to pay by bank transfer, please send your payment to:

Nat West Bank, 358 South Lambeth Road, London, SW8 1UR

Account Name: Institute of Fundraising North West

Account Number: 40064026

Sort Code: 60-20-31

Quote Ref: Conference – Organisation Name

## How to Register

Preferably scan your completed booking form and email it to [conference@iofnw.org.uk](mailto:conference@iofnw.org.uk)

Otherwise, please post your form to:

Kate Leah, c/o Woodlands Hospice, AUH Campus, Longmoor Lane, Liverpool L9 7LA

## Terms & Conditions

### Hotel Rooms

All rooms are at the Crowne Plaza Hotel

### Bookings

Your booking is not guaranteed until payment is received. Payment must be received by 14 September 2018 otherwise your place will be cancelled. If you are applying for the Early Bird Discount please note that payment must be received by 3 August 2018.

### Conference Joining Instructions

Joining instructions will be sent out approximately two weeks prior to the event.

### Session Availability

All sessions are structured on a strictly first come first served basis.

### Cancellation Policy

Cancellations received before Tuesday, 31 July 2018 will receive a refund of 50% of the total fee. Refunds received between 1 August and 31 August will receive 25% of the full fee. No refunds will be made for cancellations after 1 September 2018. **Note: all cancellations must be received by us in writing.**

### Photography

IOF North West may arrange for photographs and/or video footage to be taken at this event and used for promotional purposes. This may include printed documents or media, editorial coverage, advertising press and use on the internet.

Attendees who do not wish for their image to be used in this manner must notify us prior to the event.

### Data Protection

By entering your details on this Booking Form, you agree to allow the Institute of Fundraising to contact you (by mail, email, telephone or fax) regarding their services.

If you do not wish to receive such communications please tick this box