



Application Form

Annual General Meeting and Conference 2011

To: **AEA Bookings,**
Electoral Services, Room 3.17,
Chief Executives Directorate,
Sunderland City Council, Civic Centre,
SUNDERLAND
SR2 7DN

Please complete this form, which has been designed to be returned in a standard window envelope, in **BLOCK CAPITAL LETTERS** and by ticking the appropriate **Box(es)**

Surname: _____

Forename(s): _____

Employer: _____

Postal Address:
For correspondence and receipt

Post Code: _____

Phone No: _____

AEA Membership No: _____

Branch: _____

e-mail address: _____

Please indicate if this is your first conference

Yes No

Please indicate if you hold the AEA Certificate or Diploma

Cert Dip

Workshops Delegates will be allocated to all four workshops.

Hotel Preference Hilton Hotel The Grand Hotel

Other Requirements

1 Please indicate if you will **not be attending**
(a) Annual Dinner only Tick this box **if NOT ATTENDING**
(b) Social Night only Tick this box **if NOT ATTENDING**

2 I have special dietary requirements. They are _____

3 I will require assistance with (please specify) _____

Booking Form

Please tick appropriate boxes

	Fee	VAT	Total
<input type="checkbox"/> Delegate fee including accommodation	£625	£109.38	£734.38
<input type="checkbox"/> Delegate fee excluding accommodation	£487	£85.23	£572.23
<input type="checkbox"/> * Reduced fee including accommodation (see note below)	£405	£70.88	£475.88
<input type="checkbox"/> * Reduced fee excluding accommodation (see note below)	£297	£51.98	£348.98
<input type="checkbox"/> Saturday Night - 12 February 2011	£74	£12.95	£86.95
<input type="checkbox"/> Wednesday Night - 16 February 2011	£74	£12.95	£86.95
<input type="checkbox"/> Day Rate, Monday 14 February 2011	£292	£51.10	£343.10
<input type="checkbox"/> Day Rate, Tuesday 15 February 2011	£292	£51.10	£343.10
<input type="checkbox"/> Plus 'Non Member' surcharge (if applicable)	£155	£27.13	£182.13

I enclose a Cheque Payable to "The Association of Electoral Administrators" to the Value of £

Please invoice my organisation:

Order number _____ Contact Name _____

Your application will not be processed or registered without full payment

Applications will be processed as received in strict datal order, provided payment is received at the time of booking. If your first choice hotel is not available, you will be allocated to the alternative hotel.

I accept the terms of the booking and acknowledge that my application will not be processed until full payment is received.

* If I have applied for the reduced registration fee, I declare that I have retired from normal employment and have no other substantial source of gainful employment.

Signed:

Date:

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