



# Application Form

Annual General Meeting and Conference 2009

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 are currently studying for the AEA Certificate or Diploma

Cert  Dip

**Workshops** Delegates will be allocated to all four workshops.

## 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 <b>including</b> accommodation	£610	£106.75	<b>£716.75</b>
<input type="checkbox"/> Delegate fee <b>excluding</b> accommodation	£475	£83.12	<b>£558.12</b>
<input type="checkbox"/> * Reduced fee <b>including</b> accommodation (see note below)	£395	£69.12	<b>£464.12</b>
<input type="checkbox"/> * Reduced fee <b>excluding</b> accommodation (see note below)	£290	£50.75	<b>£340.75</b>
<input type="checkbox"/> Saturday Night – <b>7 February 2009</b>	£72	£12.60	<b>£84.60</b>
<input type="checkbox"/> Wednesday Night – <b>11 February 2009</b>	£72	£12.60	<b>£84.60</b>
<input type="checkbox"/> Day Rate, <b>Monday 9 February 2009</b>	£285	£49.88	<b>£334.88</b>
<input type="checkbox"/> Day Rate, <b>Tuesday 10 February 2009</b>	£285	£49.88	<b>£334.88</b>
<input type="checkbox"/> Plus 'Non Member' surcharge (if applicable)	£150	£26.25	<b>£176.25</b>

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. In the event of all rooms at the Hilton being filled, delegates will be accommodated in the Holiday Inn. Once all hotel rooms available to the Association have been allocated no further applications will be accepted. Book early to avoid disappointment.

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

\* 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:**

A Company Limited by Guarantee - Registered in England and Wales No. 2406897

Registered Office: Rice and Co, Bank House, Mill Street, Cannock, Staffs WS11 3DW

VAT Registration No. 580 5838 16