

Which Local Authority / Organisation do the people detailed below work at?

Local Authority	
Address	

# National Seminar

Double Tree by Hilton, Milton Keynes : 16<sup>th</sup> September 2010

## Delegate Booking Form



Please list below the people who are to attend the Seminar, indicating the fee(s) that are relevant to each person in the boxes to the right. Write a **P** in the box if that fee is to be paid by a personal cheque (if paying for their own hotel rooms). Write an **L** if that fee is to be charged to the Local Authority. All fees include VAT.

We confirm all bookings via email, so make sure an email address is supplied for each person.

**\*\* If you don't receive an email acknowledgement from us you haven't been allocated a place! \*\***

First Name	Surname	Email	Telephone	1 <sup>st</sup> Delegate £229.12	Additional Delegate £111.62	DB&B Wed 15 Sept £138.65	B&B Thu 16 Sept £86.95 (Single)	B&B Thu 16 Sept £98.70 (Double)
Who has special needs / dietary requirements and what are they?								

Please calculate the total fee for all the delegate requirements above. We use this as a double check to make sure all requirements have been entered.

Please indicate method of payment. ->

	£	# of Cheques enclosed	# of Cheques to follow	Tick if paying by BACS
Total to be paid by Local Authority (those marked <b>L</b> above)				
Total paid by personal cheque (those marked <b>P</b> above)				
<b>Total</b>				

Cheques should be made payable to  
**'Association of Electoral Administrators'**

Payment by BACS: **The Association of Electoral Administrators**  
Bank Sort Code: **089001** Bank Account Number **70644001**  
Bank Name: The Cooperative Bank, 118-120 Colmore Row,  
Birmingham, B3 3BA

Order Number / your reference		Require Invoice (Y/N) ?	
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Please send this form to: AEA Bookings, Sunderland City Council, Electoral Services, Civic Centre, Sunderland SR2 7DN

**Fax 0191 553 1389.** Telephone enquiries 0191 561 1144

SCC use only