



# Course Booking Form

This is an interactive form. Please complete by typing into the fields and send electronically via the submit button.

Email: [aea@sunderland.gov.uk](mailto:aea@sunderland.gov.uk)

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

Local Authority

Address

Please list the people who are to attend the course(s). We confirm all bookings via email, so make sure an email address is supplied for each person.

**If you do not receive an email acknowledgement from us within a week you have not been booked on.**

1	Full Name & Surname	Venue & Date
	Email Address	Telephone
	Special Needs or Dietary Requirements	
	Experience - Please state how much experience you have in electoral services.	Years Months
<input type="checkbox"/>	I AGREE to the Association of Electoral Administrators collecting and holding my personal data in accordance with the terms of their Privacy Statement	

2	Full Name & Surname	Venue & Date
	Email Address	Telephone
	Special Needs or Dietary Requirements	
	Experience - Please state how much experience you have in electoral services.	Years Months
<input type="checkbox"/>	I AGREE to the Association of Electoral Administrators collecting and holding my personal data in accordance with the terms of their Privacy Statement	

3	Full Name & Surname	Venue & Date
	Email Address	Telephone
	Special Needs or Dietary Requirements	
	Experience - Please state how much experience you have in electoral services.	Years Months
<input type="checkbox"/>	I AGREE to the Association of Electoral Administrators collecting and holding my personal data in accordance with the terms of their Privacy Statement	

Delegates	Fee per Delegate (includes 20% VAT)	Total
<input type="checkbox"/> AEA Member	£	£
<input type="checkbox"/> AEA Member taking qualifications	£	£
<input type="checkbox"/> Non Member	£	£

Non members wishing to join the Association may download a membership application at [www.aea-elections.co.uk](http://www.aea-elections.co.uk)

Terms and Conditions and the AEA Cancellation policy for this booking can be found here on the [AEA Website](#).

The AEA privacy policy can be viewed [here](#).

The Association no longer accepts payment by cheque. An invoice will be issued for the cost of your booking. Please include an order number below, if applicable.

**TOTAL AMOUNT DUE** £

Invoices To

Order Number