



# 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 or 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			

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			

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3	Full Name & Surname		Venue & Date	
	Email Address		Telephone	
	Special Needs or Dietary Requirements			

I AGREE to the Association of Electoral Administrators collecting and holding my personal data in accordance with the terms of their Privacy Statement

1 <sup>st</sup> Delegates	Fee per Delegate (includes 20% VAT)	Total
<input type="checkbox"/> AEA Member	£ <input type="text"/>	£ <input type="text"/>
<input type="checkbox"/> Non Member	£ <input type="text"/>	£ <input type="text"/>
Non members wishing to join the Association may download a membership application at <a href="http://www.aea-elections.co.uk">www.aea-elections.co.uk</a>		
Subsequent Delegates	Fee per Delegate (includes 20% VAT)	Total
<input type="checkbox"/> AEA Member	£ <input type="text"/>	£ <input type="text"/>
<input type="checkbox"/> Non Member	£ <input type="text"/>	£ <input type="text"/>

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	
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Order Number	
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