



# 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	<input type="text"/>
Address	<input type="text"/>

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	<input type="text"/>	Venue & Date	<input type="text"/>
	Email Address	<input type="text"/>	Telephone	<input type="text"/>
	Special Needs or Dietary Requirements	<input type="text"/>		

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	<input type="text"/>	Venue & Date	<input type="text"/>
	Email Address	<input type="text"/>	Telephone	<input type="text"/>
	Special Needs or Dietary Requirements	<input type="text"/>		

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	<input type="text"/>	Venue & Date	<input type="text"/>
	Email Address	<input type="text"/>	Telephone	<input type="text"/>
	Special Needs or Dietary Requirements	<input type="text"/>		

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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	<input type="text"/>
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Order Number	<input type="text"/>
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