



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 / Organisation	
Address	

Please list the people who are to attend the Seminar. 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	
	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 Policy

2	Full Name & Surname	
	Email Address	Telephone
	Special Needs or Dietary Requirements	

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

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1 <sup>st</sup> Delegate	Fee per Delegate (includes 20% VAT)	Total
<input type="checkbox"/> Delegate fee	£ <input type="text"/>	£ <input type="text"/>
<input type="checkbox"/> Bed and Breakfast	£ <input type="text"/>	£ <input type="text"/>
<input type="checkbox"/> Dinner, Bed and Breakfast	£ <input type="text"/>	£ <input type="text"/>
Subsequent Delegates	Fee per Delegate (includes 20% VAT)	Total
<input type="text"/> Delegate fee	£ <input type="text"/>	£ <input type="text"/>
<input type="text"/> Bed and Breakfast	£ <input type="text"/>	£ <input type="text"/>
<input type="text"/> Dinner, Bed and Breakfast	£ <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](#).

**TOTAL AMOUNT DUE** £

The AEA Privacy Policy can be viewed [here](#).

The Association **does not** accept payment by cheque. An invoice will be issued for the cost of your booking. Please include an order number below, if applicable.

Invoices To	
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Order Number	
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