

Booking Form

Delegate Details

Full Name:	
Local Authority:	
Address:	
E-mail address:	
Telephone:	
Special Needs or Dietary Requirements:	
Number of years' experience in electoral administration	

I AGREE to the Association of Electoral Administrators collecting and holding my personal data in accordance with the terms of their [Privacy Policy](#) **Yes/No**

Course Details

I wish to attend the following course (select either from day study or residential) –

Day Study – select venue and modules

Andover		Coventry		Leeds		London			
ER1		ER2		EA1		EA2		EA3	

Residential – select venue

17 – 20 February 2020 – Double Tree by Hilton York

15 – 18 June 2020 – MK Hotel, Milton Keynes

Registration Fees 2020 (inclusive of VAT)

Day Study – All Modules

Five Modules AEA Member £2,000

Five Modules Non-Member £2,500

Day Study – Individual Modules

AEA Member £500

Non-Member £600

Residential

Residential Course AEA Member £2,500

Residential Course Non-Member £3,100

Cancellation

If you cannot attend, a substitute may attend in your place. Otherwise the following charge will apply:

- ◆ Less than 2 weeks before the event 100%
- ◆ More than 2 weeks before the event 20%

Alternatively, if spaces are available, you can attend a different venue. To change venue, you should give at least 2 weeks' notice otherwise charges may apply.

If for any reason a course is cancelled a full refund will be made. Payment Details

Please note that delegates are required to pay their registration fee prior to attendance at the courses.

Payment by BACS:

The Association of Electoral Administrators Ltd. Bank Sort Code: 089001 Bank Account Number 70644001 Bank Name: The Cooperative Bank 118-120 Colmore Row BIRMINGHAM, B3 3BA

Please invoice my organisation:

Order Number:	
Contact Name:	
Address:	
Telephone:	
E-mail address:	

Please complete this form, and return to:

AEA Bookings, Sunderland City Council, Civic Centre, Sunderland SR2 7DN e-mail: aea@sunderland.gov.uk