

# Course Booking Form

## Course Title:



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 / Organisation

Address

Please list the people who are to attend the course. 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 please contact us [here](#).**

1 Full name and surname  Venue and date

Email address\*  Telephone

Postal address for delivery of course notes \*\*  Special requirements

2 Full name and surname  Venue and date

Email address\*  Telephone

Postal address for delivery of course notes \*\*  Special requirements

3 Full name and surname  Venue and date

Email address\*  Telephone

Postal address for delivery of course notes \*\*  Special requirements

By submitting this form you **AGREE** to the Association of Electoral Administrators collecting and holding your personal data in accordance with the terms of their Privacy Statement.

\*If the course is online this is the address we will use for the meeting invite.

\*\*Delivery of our course notes are by our third party electoral supplier.

Second and subsequent delegate fees only apply to members.

Standard course fee	Fee per delegate	Member support fund discount £96.00	Total includes (20% VAT)
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<input type="checkbox"/> AEA Member		Fee per delegate after discount	
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<input type="checkbox"/> Non Member(s)		N/A	
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Second delegate	Fee per delegate	Member support fund discount £49.00	Total includes (20% VAT)
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<input type="checkbox"/> AEA Member		Fee per delegate after discount	
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Subsequent delegate(s)	Fee per delegate	Member support fund discount £99.00	Total includes (20% VAT)
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<input type="checkbox"/> AEA Member(s)		Fee per delegate after discount	
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**Total amount**

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 **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

Order number

**Submit**  
By clicking here you can submit your form by email if using Acrobat.  
If not please email form as an attachment to [aea@sunderland.gov.uk](mailto:aea@sunderland.gov.uk)