

# 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

Email for invoice

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 for meeting invite\*  Telephone

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

**2** Full name and surname  Venue and date

Email address for meeting invite\*  Telephone

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

**3** Full name and surname  Venue and date

Email address for meeting invite\*  Telephone

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

By submitting this form you confirm that all individuals booking a place on the course consent to us collecting and holding their personal data in accordance with the terms of our privacy policy. You also confirm that all individuals booking a place on the course agree you may confirm that they have consented to the use of the email address they are using for the training being shared with the other course delegates and trainers. This is to enable delegates to stay in contact after the training and form their own email discussion group. If they/you do not agree please do not include email addresses for the training on this form and send them directly to [training@aea-elections.co.uk](mailto:training@aea-elections.co.uk)

\*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 Fee per delegate after discount	Total includes (20% VAT)
---------------------	------------------	--	--------------------------

<input type="checkbox"/> AEA Member			
-------------------------------------	--	--	--

<input type="checkbox"/> Non Member(s)		N/A	
--	--	-----	--

Second delegate	Fee per delegate	Member support fund discount £49.00 Fee per delegate after discount	Total includes (20% VAT)
-----------------	------------------	--	--------------------------

<input type="checkbox"/> AEA Member			
-------------------------------------	--	--	--

Subsequent delegate(s)	Fee per delegate	Member support fund discount £99.00 Fee per delegate after discount	Total includes (20% VAT)
------------------------	------------------	--	--------------------------

<input type="checkbox"/> AEA Member(s)			
--	--	--	--

**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)