



# Booking Form

## AEA Elections Act Seminar 2022

### 12 September 2022

  
 Department for Levelling Up,  
 Housing & Communities

AEA Bookings, Electoral Services, Sunderland City Council, City Hall, Plater Way, Sunderland, SR1 3AA or email bookings [aea@sunderland.gov.uk](mailto:aea@sunderland.gov.uk)

This is an interactive form. Please complete by typing into the fields and send as an email attachment via the submit button. Alternatively please print and post or email to the address above.

<b>Employer</b>	
<b>Postal address for invoice</b>	

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 policy. The AEA privacy policy can be viewed [here](#). 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 acknowledgment within a week you have not been booked on.** Terms and Conditions and the AEA Cancellation policy for this booking can be found here on the [AEA Website](#). Fees shown are net of vat.

	Full name	Member Yes/No	Email for registration	Special Needs or Dietary Requirements
1				
2				
3				
4				

Please tick	1st Delegate	Delegate fee	Membership support fund discount	Delegate fee including discount	Total ex vat	Total inc vat
	1st Delegate fee		n/a	n/a		
	Bed and Breakfast Sunday 11 September		n/a	n/a		
	Dinner, Bed and Breakfast Sunday 11 September		n/a	n/a		

Please put how many	Subsequent Delegates	Delegate fee	Membership support fund discount	Delegate fee including discount	Total ex vat	Total inc vat
	Subsequent - Delegate fee					
	Subsequent - Non members		n/a	n/a		
	Bed and Breakfast Sunday 11 September		n/a	n/a		
	Dinner, Bed and Breakfast Sunday 11 September		n/a	n/a		

**Total amount including vat**

<b>Invoice email address</b>	
<b>Purchase Order Number</b>	

**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)