



## Booking Form

### AEA Annual Conference 2024

### 14 - 16 January 2024

This is an interactive form. Please complete by typing into the fields and send as an email attachment via the submit button.

Employer

Forename

Surname

Postal Address

Phone No.

Email

This is my first Conference

YES

NO

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 Notice](#).

#### Other Requirements

1.

Please indicate if you **do not** wish to attend the annual dinner. You will not be allocated a place at dinner if this box is ticked.

I do **not** wish to attend the annual dinner

2.

I have special dietary requirements. They are:

3.

I will require assistance with: (please specify)

4.

Emergency contact for someone not on site in case of a medical emergency. Name and Phone Number:

# Booking form

Please tick appropriate boxes



## Fees

	Fee	VAT	Total
<input type="checkbox"/> Delegate fee <b>including</b> accommodation	£675	£135	£810
<input type="checkbox"/> Delegate fee <b>excluding</b> accommodation	£500	£100	£600
<input type="checkbox"/> Plus 'Non Member' surcharge (if applicable)	£175	£35	£210
<input type="checkbox"/> Saturday Night - 13 January 2024	£90	£18	£108
<input type="checkbox"/> Tuesday Night - 16 January 2024	£90	£18	£108
<input type="checkbox"/> Day Rate, Monday - 15 January 2024	£250	£50	£300
<input type="checkbox"/> Day Rate, Tuesday - 16 January 2024	£250	£50	£300

An invoice will be sent to the value of

Purchase Order Number

Email for invoice

Applications will be processed in the order they are received. If you have not received acknowledgment of your booking within 1 week please contact [aea@sunderland.gov.uk](mailto:aea@sunderland.gov.uk).

We will send an acknowledgment, with the invoice attached, when your form has been processed. If you do not receive an acknowledgment, you have not been booked a place.

A confirmation of the booking, containing any hotel arrangements, will be sent in December.

If you wish to take a partner to the AEA Annual Conference please contact [training@aea-elections.co.uk](mailto:training@aea-elections.co.uk) for a partner booking form.

I accept the terms of the booking and I understand at all times I am expected to conduct myself in a way which upholds the standing and reputation of the Association.

Our cancellation policy can be found on the AEA Annual Conference flyer.

**Closing date for applications:-** Friday 15 December 2023.

Date

### 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)**