

# England Foundation course booking form



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)

## Booking Form – Delegate Details

Full Name:	
Local Authority:	
E-mail address for confirmation:	
E-mail address for meeting invite if attending online training:	
<p>Tick this box if you consent to <b>the email address being used to attend the training</b> being shared with other delegates and trainers.</p> <p>This is to enable delegates to stay in contact after the training and form their own email discussion group.</p>	
Telephone:	
Number of years' experience in electoral administration	

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)

### Payment

The Association **does not** accept payment by cheque.

An invoice will be issued for the cost of the booking. Please include an order number below if applicable.

### Terms and Conditions

#### Cancellation

If you cannot attend, a substitute from your local authority may attend in your place. Otherwise the following charges will apply:

- Less than two weeks before the event 100%.
- Less than four weeks before the event 60%
- More than four 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. No payment for delegate costs that may have been incurred would be reimbursed.

The AEA reserves the right to move any course online if face-to-face delivery becomes impractical.

#### Non-Attendance

Non attendees are liable for full payment of the event. This includes face-to-face and online training.

If attendees have any concerns regarding connectivity they can email [training@aea-elections.co.uk](mailto:training@aea-elections.co.uk) to arrange a pre course test.

Purchase Order No:	
Email for invoice:	

## Registration Fees 2024

	<b>Spring</b>		
	<b>Fee ex VAT</b>	<b>Total Fee inc VAT</b>	<b>Please tick</b>
<b>Online – AEA Member</b>	£1,750.00	£2,100.00	
<b>Online – Non-Member</b>	£2,187.50	£2,625.00	

**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)