

Woodward SHE Ltd.

Esk Suite, Gallery House, Harraby Green Business Park, CARLISLE, Cumbria, CA1 2SS
Tel: [01228] 592614 Fax: [01228] 593769 E-Mail: info@woodwardgroup.co.uk

Conference Delegate Booking Form

[please see reverse for booking conditions]

Title	Forename	Surname
Position		
Company		
Address		
		Post Code
Telephone	E-mail	
Signature	Date	

Please book the above delegate onto the conference:

Course Title	The 4th Woodward Annual Alumni Conference	
Venue	Roebeck Suite, Woodward, Harraby Green Business Park, Carlisle	Date: 10 / 12 / 10

Type of delegate (please circle):

Woodward Alumni [£20+VAT]	Other [£145+VAT]
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Accommodation Requirement (please circle):

B&B is £50 + VAT per night	Thursday 9 December / Friday 10 December
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Please list any special dietary or other requirements:

Booking Conditions

Bookings Enquiries

Prospective delegates or the delegate's nominating manager may telephone Woodward SHE Ltd [01228 592614] to check on availability of places on any course.

Provisional Bookings

Provisional Bookings can be made by phone, fax or email but will expire within 10 working days unless written confirmation has been received.

Booking Confirmation

For a delegate to confirm his or her place at the conference, a Woodward SHE Ltd booking form should be completed (or any form of written confirmation) and sent to Woodward (by fax or post). Woodward SHE Ltd will then issue a confirmation letter. Joining instructions will be sent to confirmed delegates approximately 2 weeks before the start of the conference.

Cancellations

Woodward SHE Ltd reserves the right to postpone, cancel or alter the dates of provision of and/or the venue of the conference.

In the event of cancellation by the delegate, the place may be transferred to a substitute delegate from the same organisation.

If a booking is completely cancelled in writing, the following fees will be payable:

Notice given prior to the conference:

more than 28 calendar days	No charge
14 to 28 calendar days	50% of fee charged
less than 14 calendar days	100% of fee charged

Telephone cancellations can be accepted but must be confirmed immediately in writing [by post or fax]