

Westminster *Briefing* - How to reserve your place(s)

No of Places Required	Cost
1 Place	Local Authorities/ Schools/ Sports Clubs / NHS: £295 per delegate Central Govt/Business: £395 per delegate
2+ Places	Local Authorities/ Schools/ Sports Clubs / NHS: £265 per delegate Central Govt/Business: £365 per delegate

Delegate Name	Position / Email Address	Briefing Title	Code	Date
1.		Playing to Win – A New Era for Sport: Realising the Benefits for All	CA039	26/03/09
2.				
3.				
4.				
Total number of places required:				

Delegate Details *(for event mailing & confirmation purposes)*

Name:.....

Position:.....

Organisation:.....

Address:.....

.....

Telephone E-mail:.....

Method of payment - (please tick)
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Please invoice my organisation for £ _____ + VAT (at 15%) QUOTE P/O No:.....

I wish to pay by credit card/GPC card:
 Name on card: _____ Credit/GPC Card Number: _____
 Valid From Date: _____ Expiry Date: _____ 3 digit security code: _____
 Tel. No of cardholder: _____

Invoice Details *(If different from above)*

Name:.....

Position:..... **COST CENTRE CODE:** _____

Organisation:.....

Address:.....

.....

ACCOUNTS Telephone E-mail:.....

I/We agree to notify you of all cancellations and changes **in writing** no later than 30 days prior to the date of the event. I/We further agree to pay £75 administration charge per place on cancellation. If registration or cancellation is received less than 30 days prior to the date of the conference the full delegate fee is payable, however a substitute may be sent. **PLEASE NOTE THE COMPANY NAME TO MAKE PAYMENT TO IS DODS OR DODS PARLIAMENTARY COMMUNICATIONS**

Signed (type name if emailing).....Date:.....

Please email back to guy.evans-tipping@westminster-briefing.com
 (If you would prefer to return by **fax** please do so on **0207 096 2946**)