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Form Received	Delegate No.	Invoice Date
Amount Received	Cheque No.	Date Fee Received

Booking Form for GEM Conference 2009

ENGAGING DIVERSE COMMUNITIES (with LOtC QB training on Friday)

Tuesday 8 September – Friday 11 September 2009, Birmingham

Please complete **all** four sections of this booking form and return to:

GEM, 131 Trafalgar Street, Gillingham, Kent, ME7 4RP.

Tel/Fax: 01634 853424 Email: office@gem.org.uk

Each application must be made on a separate form – photocopies are acceptable.

Members booking for the whole conference before 31 July and paying before 14 August receive a discount of £25. Refunds for cancellations are subject to a £15 administration charge. Cancellations cannot be accepted after 21 August.

A. DELEGATE DETAILS

Name:		
Organisation:		
Address1:		
Address2:		
Town:	Postcode:	Country:
Tel:	Email:	

Type of delegate: (a) GEM Member GEM membership number:

Is this Personal or Institutional?

This information is essential for claiming the member's discount.

Institutional membership covers the attendance of up to four members of staff.

(b) Non-member

Special requirements
(including diet):

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Is this your first GEM conference? Yes No

B. PAYMENT DETAILS (see over for details)

I enclose a cheque (in Pounds Sterling made payable to GEM) for £.....

I am sending payment of £..... directly into your bank account:-
sort code: 400619; account number: 91330063.

Please invoice me (or authorised payer) for £.....

An official purchase order must be attached. No:

Full payment must be made by 21 August 2009

C. CONFERENCE FEE DETAILS

The **Engaging Diverse Communities conference fee** includes day fees, transport between conference venues, lunches, refreshments, evening meals, conference dinner and bed & breakfast **from the evening meal on Tuesday to breakfast on Friday morning**. Day fees include transport between conference venues, lunch and refreshments. The Learning Outside the Classroom Quality Badge provider training day and bed & breakfast on Friday may be booked separately.

Please complete part (a) or part (b), and part (c) if required. Tick what you require and enter the appropriate amounts in the last column. Then total and enter this figure in section B overleaf.

	Tick if required	Cost for GEM members	Cost for non-members	Amount due
<i>(a) If you are coming for the whole Engaging Diverse Communities conference, please complete this part:</i>				
ENGAGING DIVERSE COMMUNITIES <i>(Tues evening to Fri breakfast)</i>		£395.00	£435.00	
EARLY BIRD DISCOUNT <i>The early bird discount is for GEM Members booking for the whole Engaging Diverse Communities conference before 31 July. If payment is not received by 14 August the full amount will be charged.</i>		£370.00	N/A	
<i>(b) If you are only coming for part of the Engaging Diverse Communities conference, please tick those elements you require and enter the amounts due in the final column:</i>				
Tuesday 8 September				
Evening meal at Passage to India		£25.00	£25.00	
Bed & breakfast (single en suite)		£40.00	£40.00	
Wednesday 9 September				
Day fee (includes tea/coffee & lunch)		£90.00	£110.00	
Evening meal at Lakeside Centre		£30.00	£30.00	
Bed & breakfast (single en suite)		£40.00	£40.00	
Thursday 10 September				
Day fee (includes tea/coffee & lunch)		£90.00	£110.00	
Evening meal at Highbury Hall		£40.00	£40.00	
Bed & breakfast (single en suite)		£40.00	£40.00	
<i>(c) Additional items (these are not included in the whole Engaging Diverse Communities conference fee):</i>				
Friday 11 September LOtC Quality Badge provider training day		£65.00	£85.00	
Friday 11 Sep B&B (single en suite)		£40.00	£40.00	
TOTAL				

D OPTIONS Please indicate your first and second choices for each day's options.

	Wednesday 9 September	Thursday 10 September
	A. Thinktank	A. Birmingham Museum & AG
	B. Soho House	B. Birmingham Archives
	C. Aston Hall	C. Ikon Gallery
	D. Lakeside Centre (2 workshops): <i>Breaking down barriers & Implications and strategies</i>	D. Lakeside Centre (2 workshops): <i>Developing your practice & Informal adult learning</i>

Receipt of this booking form will be acknowledged by email, so please ensure your email address is clearly written in the box overleaf.