



For office use only

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

Booking Form for GEM Conference 2010

YOUNG PEOPLE & HERITAGE (with optional study day on Friday)

Tuesday 7 September – Friday 10 September 2010, Hampton Court, London

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

GEM, 54 Balmoral Road, Gillingham, Kent, ME7 4PG.

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 23 July and paying before 13 August receive a discount of £25. Refunds for cancellations are subject to a £15 administration charge. Cancellations cannot be accepted after 20 August.

A. DELEGATE DETAILS

Name:		
Organisation:		
Address 1:		
Address 2:		
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 GEM's CAF Bank account:
Sort code: 405240; Account number: 00018119.
(Those paying from overseas should contact the GEM office for payment details.)
- Please invoice me (or authorised payer) for £.....
An official purchase order must be attached. No:

Full payment must be made by 20 August 2010

C. CONFERENCE FEE DETAILS

The **Young People & Heritage 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 study day options 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 Young People & Heritage conference, please complete this part:</i>				
Young People & Heritage <i>(Tues evening to Fri breakfast)</i>		£399.00	£469.00	
EARLY BIRD DISCOUNT <i>The early bird discount is for GEM Members booking for the whole Young People & Heritage conference before 23 July. If payment is not received by 13 August the full amount will be charged.</i>		£374.00	N/A	
<i>(b) If you are only coming for part of the Young People & Heritage conference, please tick those elements you require and enter the amounts due in the final column:</i>				
Tuesday 7 September				
Evening meal at the Naked Turtle		£20.00	£25.00	
Bed & breakfast (single en suite)		£42.00	£47.00	
Wednesday 8 September				
Day fee (includes tea/coffee & lunch)		£95.00	£115.00	
Evening meal at the Anglers		£23.00	£28.00	
Bed & breakfast (single en suite)		£42.00	£47.00	
Thursday 9 September				
Day fee (includes tea/coffee & lunch)		£95.00	£115.00	
Evening meal at Hampton Court Palace		£40.00	£45.00	
Bed & breakfast (single en suite)		£42.00	£47.00	
<i>(c) Additional items (these are not included in the whole Young People & Heritage conference fee):</i>				
Friday 10 September				
Learning, performance & storytelling		£95.00	£115.00	
Learning at the Tower of London		£50.00	£60.00	
Friday 10 Sep B&B (single en suite)		£42.00	£47.00	
TOTAL				

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

	Wednesday 8 September		Thursday 9 September
	A. A-level / conservation		A. Digital learning
	B. Artist residences / culture shock		B. Climate change & environment
	C. Initial teacher education		C. Vulnerable young people
	D. Into work skills for young people		D. Special educational needs

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