

# Equality and Diversity UK Ltd

Warwick House ♦ 14 Lowes Road ♦ Bury ♦ Manchester ♦ BL9 6PJ

Telephone: 0161 763 4783  
Fax: 0161 386 8638  
Email: [info@equalityanddiversity.co.uk](mailto:info@equalityanddiversity.co.uk)



Equality and Diversity UK  
[www.equalityanddiversity.co.uk](http://www.equalityanddiversity.co.uk)

## Conference Booking Form:

**Before completing this form, save it to your computer.**

Complete form and post to address above or email to [seminars@equalityanddiversity.co.uk](mailto:seminars@equalityanddiversity.co.uk)  
We will confirm the booking within 24 hours. Details about the event, joining instructions, etc. will be sent out two weeks prior to the event.

**Organiser Name**

**Email Address**

**Company Name and Address**

**Purchase Order Number**

**Conference Date**

29<sup>th</sup> November 2018

**Conference Venue**

Luther King House, Manchester

**Job Title**

**Telephone Number**

**Invoice Address (if different)**

**Invoice Email**

**Special requirements:**

Please indicate if you require wheelchair access, hearing loop, other assistance or have any dietary requirements

**Delegate Name**


**Email Address**


**Job Title**


**Cost per Delegate: Voluntary Sector £50.00**

**Public Sector £150.00**

**Others: £75.00**

Payment by cheque  
Please make cheques payable to Equality and Diversity UK Ltd and send to address above

Please invoice my company

Payment by credit/debit card  
[Click this link to pay by Credit/Debit card or PayPal](#)

Payment by BACS  
We will forward our bank details by email

Please tick here to confirm you have read our Terms and Conditions and our Disclaimer, both of which are printed on the following page

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## Terms and Conditions

- All payment must be in Pounds Sterling.
- Payment for the conference must be received within 30 days of invoice or before the start of the event, whichever is sooner.
- All bookings from international delegates must be accompanied by payment. We will not be able to guarantee you a place unless payment has been made.
- Cancellations must be received in writing (letter or email – [seminars@equalityanddiversity.co.uk](mailto:seminars@equalityanddiversity.co.uk)) and will be acknowledged in writing.
- Cancellations received 40–20 days before the start of the event, regardless of date booked, will incur a 25% administration charge, based on the original fee.
- Cancellations received less than 20 days before the start of the event, regardless of date booked, will incur a 100% cancellation charge, based on the original fee.
- One change to your booking arrangements can be made without charge (substitutions and/or seminar changes). Otherwise, an administration charge of £40.00 will be payable.
- Where more than one person from the same organisation attends a course and the course fee is reduced as a result, only the lead delegate will receive a resource pack to take away.

## Disclaimer

- Whilst the programme is correct at time of going to press, EDUK reserves the right to change details of the event without notice. Alterations may occasionally be necessary due to circumstances beyond our control.
- Where circumstances force EDUK to cancel a conference, the liability of the EDUK shall be limited to a refund of any fees paid for that particular conference. EDUK is not liable for any consequential loss.
- Views expressed by trainers are their own. EDUK Limited disclaim any liability for advice given or the accuracy of any advice given, including but not limited to legal advice, or views expressed, by any trainer at the event or in any documentation provided to delegates.
- Professional photography and video production may be taking place at our events, and these images may be used on future promotional materials for EDUK events. Please note that by attending the event, you are giving your consent for your image to be used on any EDUK promotional materials.