

CONFERENCE BOOKING FORM

Working together to protect 'Adults at risk'

Monday, 22 March 2010, King James Thistle Hotel, Edinburgh



Please send completed form by post, fax, or email to: MacKay Hannah, Crichton House, 4 Crichton's Close, Edinburgh, EH8 8DT
Fax: 0131 556 0005 **Email:** mail@mackayhannah.com **Book online:** www.mackayhannah.com or **Contact us on Tel:** 0131 556 1500.
You will receive confirmation of your booking by email

Delegate Fees – please applicable rate

- Full Rate** (private sector) **£270** (+ VAT = £317.25)
- Standard Rate** (public sector) **£235** (+ VAT = £276.12)
- Reduced Rate** (professional bodies, trade unions, charities with a turnover >£1m, Universities & colleges) **£190** (+ VAT = £223.25)
- Supported Rate** (voluntary & community organisations, charities with a turnover <£1m) **£120** (+ VAT = £141.00)
- Conference Papers** **£75** (+ VAT = £88.12)

Registered Charity No. _____

Team Discount: Organisations booking more than 2 delegates receive a **50% discount for every 3rd delegate**. Please fill in a separate form for each group of 3 delegates. Discount offer is not applicable to supported rate.

DELEGATE DETAILS Please complete all fields in block capitals

Delegate Forename Delegate Surname		
Job Title		
Organisation Name Postal Address		
Town/City	Postcode	
Delegate Email		
Special Requirements	e.g. dietary, accessibility etc	
Booking Contact Name (if different from above)		
Telephone No		
Purchase Order No		

ADDITIONAL DELEGATE(S) DETAILS Please complete all fields in block capitals

Delegate 2 - Name Delegate 2 - Job Title Delegate 2 - Email Delegate 2 - Telephone Special Requirements	e.g. dietary, accessibility etc	
Delegate 3 - Name Delegate 3 - Job Title Delegate 3 - Email Delegate 3 - Telephone Special Requirements	e.g. dietary, accessibility etc	

INVOICE DETAILS if different from details completed above

Invoice Contact Name	
Invoice Address	
Town/City	Postcode
Invoice Email	
Telephone Number	

Payment Method (Payment must be received in advance of the conference. Transfer by BACS also accepted, contact us for details.)

- I enclose a cheque for the total fee made payable to **MacKay Hannah Ltd**
- Please invoice me for the total fee. Purchase Order number (if required/applicable): _____

Terms and Conditions

Cancellations must be received in writing by post, fax or email. A 25% administration charge will be applied to any booking cancelled on or before **15th March 2010**. No refunds will be given for any cancellation made after **15th March 2010** but substitute delegates are welcome. The views expressed by speakers are representative of their own opinions and cannot in any way be attributed to MacKay Hannah Ltd. MacKay Hannah Ltd takes no responsibility for the actions of delegates which are based on such views and opinions. In the event of speakers being unable to attend, or any other circumstances beyond our control which necessitate change, MacKay Hannah Ltd reserves the right to alter or amend the conference programme or other particulars as appropriate.

Fees cover full day attendance at the conference, conference papers, lunch and refreshments for registered delegates only. Fees do not include travel or accommodation costs.

Data Protection

By completing this form you agree to MacKay Hannah Ltd holding and using your details to tell you about any future events that we feel may be of interest to you. Please confirm that you consent to this by ticking the box.

MacKay Hannah Ltd may also pass on your information to other reputable organisations who we believe may wish to contact you regarding events or services which may be of interest to you. Please confirm that you consent to this by ticking the box.