

CONFERENCE BOOKING FORM

**3rd Annual Conference and Award for Executive Secretaries and PAs in Scotland
ACES 2010**

24th June 2010, Edinburgh University John McIntyre Conference Centre



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)

£240 (+ VAT = £282.00)

Standard Rate (public sector)

£170 (+ VAT = £199.75)

Reduced Rate (professional bodies, trade unions, voluntary sector, registered charities, Universities & colleges)

£120 (+ VAT = £141.00)

PA Exchange Members receive a 10% discount on the above rates

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 **17th June 2010**. No refunds will be given for any cancellation made after **17th June 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.