



Booking Form

Please write in **BLOCK CAPITALS**. If you are applying for more than one programme, please photocopy this form and use a separate form for each programme. Please read **Conditions of booking** on the reverse of this form and contact us if necessary.

Programme details	
Title	PSL Annual Conference
Code	PSLA <small>for our use only</small> 29398 Price £ 175.00
Date	4 November 2009
Location	Radisson Edwardian Hotel 9-13 Bloomsbury Street London WC1B 3QD

Your details	
Title <small>(please circle)</small>	Mr Mrs Miss Ms Dr Other
Surname	
Forenames <small>(in full)</small>	
Date of birth	Day <input type="text"/> Month <input type="text"/> Year <input type="text"/> <small>(for our use only as a unique identifier)</small>
Present level of responsibility <small>(please tick)</small>	Chief Executive <input type="checkbox"/> Senior management <input type="checkbox"/> Strategic Director <input type="checkbox"/> Senior Civil Servant <input type="checkbox"/> <small>(Grade 7 & above or equivalent)</small>
Job title	
Organisation	
Phone number	<small>(including gtn or national code)</small>
Fax number	<small>(including gtn or national code)</small>
Email	
Business address	
	Postcode

Independent equal access	I have a disability <input type="checkbox"/> <small>(please tick, if applicable)</small> Please contact me to discuss my requirements
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How to book	
	You may fax this form to us on: +44 (0)1344 634 091, gtn 3803 4091
	You can scan and email this form to: customer.services@nationalschool.gsi.gov.uk
	Or you may post this form to us at: National School of Government, Booking Office, Sunningdale Park, Larch Avenue, Ascot SL5 0QE

Payment authorisation	
To be filled in by your training officer or the person who holds your training budget.	
We will not accept booking forms unless they have been authorised for payment.	
I confirm the programme fee will be paid by the employing organisation.	
Title <small>(please circle)</small>	Mr Mrs Miss Ms Dr Other
Surname	
Forenames <small>(in full)</small>	
Signature	Date <input type="text"/>
Organisation	
Job title	
Phone number	<small>(including gtn or national code)</small>
Your address	<small>(if same as applicant, please tick this box) <input type="checkbox"/></small>
	Postcode
Name and address for invoice	<small>(if same as above, please tick this box) <input type="checkbox"/></small>
Contact name	
Organisation	
Address	
	Postcode

Your customer reference or purchase order number
<small>If your organisation requires a reference or purchase order number, please include it here. Failing to do so could result in your application being delayed or cancelled.</small>
<input type="text"/>

For our use only	
Booking date:	
Booking number:	
Name:	

Conditions of Booking

- We will not accept booking forms unless they have been authorised for payment.
 - When we have accepted the booking on this form, you are liable for the relevant programme fee or cancellation charge.
 - If we confirm a place on your 2nd-choice programme date given on the form, we will consider this as a firm booking and these conditions will apply.
 - We will confirm telephone reservations only after receiving a booking form that is authorised for payment. We must receive this within ten working days from the date you make the reservation to guarantee the place. You must also record the temporary booking number we give you on the front of the booking form in the space provided.
 - If you withdraw from a confirmed booking and your place is not taken by someone else from your organisation when you withdraw, you must pay a cancellation fee.
- Unless otherwise stated against an entry for a programme or event, these fees are:

Notice of cancellation or transfer	Percentage of programme price charged
<i>Number of days/weeks before programme is due to start</i>	
Top Management Programme	
3 – 12 weeks	60%
Within 3 weeks of start date	100%
All other Programmes	
29 days or more	10%
15 to 28 days	50%
1 to 14 days	90%
On the start date or later	100%

(We include weekends in the above calculations)

- We can issue invoices for advanced payment if you ask us to. Cheques and payable orders should be made payable to National School of Government and we will send you an invoice acknowledging payment within one week. Otherwise we normally despatch invoices within a month following the programme start date.
- We reserve the right to alter prices from those published.
- We reserve the right to run programmes at a different venue from the one specified, when necessary. If this is the case we will tell you as soon as possible and provide you with information about accommodation, travel directions and so on.
- We reserve the right to change the details of the programmes without notice. Where circumstances force us to cancel a programme, our liability will be limited to refunding any fees paid for that particular programme. We are not liable for any other loss incurred by you.
- Please follow your internal procedures when applying for programmes.

Independent equal access

- If you indicate on the booking form that you have any requirements due to a disability or any other reason, we will contact you at least six weeks before the programme starts to discuss your residential requirements and any other programme requirements.
- You can contact our Disability Officer: Jacky Barlow on 01344 634 223, gtn 3803 4223 or email jacky.barlow@nationalschool.gsi.gov.uk

Photography

- Photographs may be taken at our events/ courses for use in future National School of Government material. If you do not wish to be photographed please make yourself known to the photographer at the time.

Privacy and data protection

- We do not sell, trade or rent your personal information to others. We will add your details to our database to process your booking and so that we can keep you up to date with relevant details of our services.
- If you do not want to receive any further information from us by post, phone or email, please contact us at customer.services@nationalschool.gsi.gov.uk or call 01344 634 341, gtn 3803 4341.