

# ILM Event booking form

## Event details

Event title

Venue (town)

Event date

## Your details

Title (Mr, Mrs, Ms  
etc)

Full name

ILM Membership no. (if applicable)

Centre no. (if applicable)

Address

Postcode

Occupation

Organisation

Day time telephone number

Mobile number

Email address

Any special dietary requirements

Any special requirements (eg wheelchair access)

## Guest(s) details

### Guest one

### Guest two

### Guest three

Title (Mr, Ms etc)

Full name

Membership no. (if guest is a  
member of ILM)

Occupation

Organisation

Email address

Any special dietary requirements

Any special requirements (eg  
wheelchair access)

## Guest(s) details

### Guest four

### Guest five

### Guest six

Title (Mr, Ms etc)

Full name

Membership no. (if guest is a  
member of ILM)

Occupation

Organisation

Email address

Any special dietary requirements

Payment details				
Booking	Qty	Price per person	Total	
Free place for ILM member/ studying member/ ILM tutor*		Free	£ (€)	0.00
Paying ILM member/studying member/ ILM tutor		@ £10	£ (€)	
Guest(s)		@ £10	£ (€)	
Total			£ (€)	

Please find enclosed my cheque made payable to ILM for £ (€)

Please debit my card the sterling amount of £

<input type="checkbox"/>	Visa	<input type="checkbox"/>	Mastercard	<input type="checkbox"/>	Maestro
Cardholder name					
Card no					
Valid from		Valid to		Issue No.	
				Security No. <sup>1</sup>	

Please tick if you require a receipt

\* All ILM members and tutors are entitled one free place at an event from the 2008-09 programme

<sup>1</sup> The last three digits printed on the signature strip on the back of the card

### Terms and Conditions

#### Bookings and Confirmation

- Delegates will be given a place at an ILM regional event once a completed booking form has been received
- Delegate places on regional events will be allocated on a first come, first served basis. Completing a booking form does not guarantee a place
- Delegates will receive an email to confirm their booking together with joining instructions shortly after their place has been reserved
- Please contact the ILM Events Team on +44 (0)1543 266832 if you have not received the joining instructions 4 days before the event is due to take place

#### Fees

- Delegate fees contribute towards the costs of administration, the venue, a light buffet supper, speaker expenses and any materials provided by the speaker

#### Cancellation by you

- A full refund will be given to delegates who cancel their booking at least seven days in advance of the date of the event
- Notification of a cancellation must be received either in writing at our Lichfield address or by e-mail. If you telephone to cancel you will be asked to send an e-mail to confirm
- No refunds will be given if you cancel with less than 7 days notice

### Signature

### Date

By signing this booking form you are agreeing to the terms and conditions outlined above

**Post to:** ILM Regional Events  
Freepost LF 52  
Stowe House  
Netherstowe  
Lichfield WS13 6TJ

**Fax back:** +44 (0)1543 266806

For more information please contact the ILM Events Team on +44 (0)1543 266832 or email [events@i-l-m.com](mailto:events@i-l-m.com)