



Guest(s) details (Please photocopy this form to add additional guests to your booking)		
Guest 1		
Title (Ms, Mr, Mrs etc)	First name	Surname
ILM Membership No (if guest is a member of ILM)		
Occupation	Organisation	
Email		
Any special requirements (eg dietary, wheelchair access etc)		
Guest 2		
Title (Ms, Mr, Mrs etc)	First name	Surname
ILM Membership No (if guest is a member of ILM)		
Occupation	Organisation	
Email		
Any special requirements (eg dietary, wheelchair access etc)		
Guest 3		
Title (Ms, Mr, Mrs etc)	First name	Surname
ILM Membership No (if guest is a member of ILM)		
Occupation	Organisation	
Email		
Any special requirements (eg dietary, wheelchair access etc)		
Guest 4		
Title (Ms, Mr, Mrs etc)	First name	Surname
ILM Membership No (if guest is a member of ILM)		
Occupation	Organisation	
Email		
Any special requirements (eg dietary, wheelchair access etc)		

**Post to:**  
Institute of Leadership  
& Management  
Events  
Freepost LF 52  
Lichfield, WS13 6BR

**For more information  
please contact the  
ILM Events Team on**  
**T** +44 (0)1543 266896  
**F** +44 (0)1543 266806  
**E** events@i-l-m.com

**Terms and Conditions**  
**Bookings and Confirmation**

- Delegates will be provided a place at an ILM event once a completed booking form has been received
- Delegate places on event 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 shortly after their place has been reserved

- Joining instructions will be provided at least four weeks before the event date
- Please contact the ILM Events Team on +44 (0)1543 266896 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, refreshments, speaker expenses and any materials provided by the speaker.

**Cancellation by you**

- A full refund will be given to paying 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 email. If you telephone to cancel you will be asked to send an email to confirm
- We regret that no refunds can be given if you cancel with less than seven days notice