Conference Booking Form

CMM Insight 29 September 2009

To book a place at CMM Insight, please complete the form and return it to the CMM Insight Team, Unit 4 Valley Court, Croydon, Royston, Herts, SG8 0HF, or fax back to 01223 208135 / 207108

Fees - Tickets are priced at £275.00 + VAT (£316.25), which includes the conference, a place in one workshop, entrance to the exhibition, a buffet lunch and regular refreshments.

Please complete a separate booking form for each delegate.

Name	
Job Title	
Organisation	
Address	
Telephone	
Email	

I confirm that I have read and agree to the terms and conditions below

Authorised signature _____

Payment details

Please indicate how you would like to pay:

☐ Please invoice me for £ _____

☐ I enclose a cheque for £ _____ (please make cheques payable to Care Choices Ltd)

☐ Please charge my credit/debit card Visa ☐ Mastercard ☐ Switch ☐

Name of cardholder _____ Expiry date _____ / _____

Card number ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ Signature code _____

(last 3 digits on back of card)

If your invoice address is the same as above tick here ☐ if different please fill in below.

Name	
Title	
Organisation	
Address	
Telephone	
Email	

Booking Conditions

Special Requirements: Please contact us in advance to discuss any special requirements and note any dietary requirements on the booking form.

Cancellations: If you have to cancel your booking, please notify us in writing. Cancellations received up to 14 working days before the event are subject to a 20% administration charge. If you cancel after this, the full course fee will be forfeit as we will have already committed funds to the event. You may, up to 2 working days prior, submit the name of a colleague to take your place at no extra charge. If we need to cancel or postpone the event due to circumstances beyond our control, we will refund any conference fees paid.

Changes to the programme: CMM reserves the right to make changes to the programme as necessary.

Personal: CMM cannot be held responsible for any personal belongings left, lost or damaged at the venue.

Data: After the event, our sponsors and exhibitors may wish to keep in touch via telephone, email or letter. Please inform us in writing if you do not wish your contact details to be passed to them.