

Conference & Events

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Tel: 0115 911 3367 Fax: 0115 911 3362 Email: conference@nas.org.uk



DELEGATE BOOKING FORM

To secure your place, please complete all sections using BLOCK CAPITALS and return to the address or fax number shown above

Event Title:						
Event Date:			Cost:			
Full Name (inc title):						
Job Title:						
Organisation:						
Postal Address:						Postcode:
Tel No:		Fax No:		E mail:		
NAS Membership no:						
Any special requirements? Access/Dietary/Support/Other?						
How did you hear about this event? <i>Please tick</i>	Direct Mail Post	Direct Mail E Mail	Website	Press Release	Conference Programme	Other - Please Specify
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Payment Details

By Cheque: Please make all cheques payable to The National Autistic Society

By Invoice: Please complete all details below

Invoice for the attention of:				
PO Number:				
Address:			Tel No:	
			Postcode	
NAS Internal Delegates:	T1 Code	T2 Code	T3 Code	Nominal Code
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Data protection notice – For the purposes of the Data Protection Act 1998, the data provided will be processed and only used for the purposes of conference administration & marketing and thereafter only for statistical and research purposes.

I confirm that I have read and agree to the terms and conditions shown overleaf:-

Authorised Signature _____

BOOKING CONFIRMATION WILL BE FORWARDED UPON RECEIPT OF THIS FORM.

IF YOU WISH TO CANCEL YOUR PLACE, PLEASE SEE OUR CONFERENCE BOOKING TERMS AND CONDITIONS OVERLEAF

Conference Booking Terms and Conditions



Conference Fees

The conference fees are valid until 31st December 2008.

All prices that follow include the conference, a seated lunch, all refreshments and a comprehensive delegate pack. **PLEASE NOTE** Accommodation is not included in the price (including the 3-Day TEACCH) – Delegates are responsible for booking and paying for their own accommodation.

Conferences/Seminars 2008 Fees

£110.00 plus VAT (*£129.25 inc. VAT*) for professionals;

£65.00 plus VAT (*£76.38 inc. VAT*) for parents and carers of individuals with an autistic spectrum disorder and individuals with an autistic spectrum disorder;

£47.00 plus VAT (*£55.23 inc. VAT*) for NAS Members (excluding professionals) who are parents and carers of individuals with an autistic spectrum disorder and individuals with an autistic spectrum disorder;

3 Day TEACCH Seminar 2008

The charge of £315.00 plus VAT (*£370.13 inc. VAT*) for professionals includes:- Conference on 3 days, lunch on all days, all refreshments and a comprehensive delegate pack. ** No discounted rates apply for 3 Day TEACCH **

Advanced TEACCH Methods Seminar

A standard charge of £125.00 plus VAT (£146.88) will apply to this day.

Overseas Delegates

Delegates attending conferences from EC Countries - Delegates are exempt from paying VAT only when their organisation is VAT registered within their own country. Confirmation of the VAT registration number is required at the time of booking, upon receipt of which a delegate invoice will be raised excluding the VAT amount.

If the organisation is not VAT registered, a delegate invoice will be raised including the VAT amount.

Delegates who are attending conferences from outside EC Countries – VAT will be charged on the invoice, however you are able to claim the VAT charges back using a form that can be sent to you.

Payment

A cheque made payable to "The National Autistic Society" should accompany your booking form, unless you require an invoice to be forwarded to your organisation. **Terms are strictly 30 days from event date.**

Overseas Payments

A sterling cheque made payable to "The National Autistic Society" should accompany your booking form. In some circumstances, we are able to accept payments by BACS – Please contact our office for more details. **Terms are strictly payment to be received at least 7 days prior to the event date.**

Payment note for NAS Internal Delegates: Please ensure that you have written your nominal code and your T1, T2 and T3 charge codes in the relevant space on your booking form. The Conference and Events department will then forward this information to the Finance department where payment will be authorised.

Refund Policy and Cancellations

Conferences organised by The National Autistic Society are financially self-supporting and a minimum number of delegates is required for each event. If an event is cancelled, delegates who have completed a booking form will be given as much notice as possible (normally at least 14 days prior to the event date) and given either a full refund (if paid in full) or the option to transfer to another event.

Individual delegates who wish to cancel their places must cancel in writing, at least 7 days prior to the event to receive a full refund. If no cancellation in writing is received within this time, then the full conference fee will be charged.

For the cancellation of group bookings (5 delegates or more) we will require notice in writing at least 30 days prior to the event, any cancellations made after this time will not be refunded.

Delegate names can be substituted at any time up to 3 days prior to event. This is to ensure that correct name badges are made available on the day of the event.

Amendments to Conference Programmes

Sometimes we will need to make amendments to our conference programme or to our speakers. We reserve the right to do so.