



Delegate Booking Form

DELEGATE FEES	National Governmental Organisations, Executive Agencies, Legal Sector, Private Sector	Local and Regional Authorities, Universities and Colleges, Trade Unions, Think Tanks
1 Place	€395 / £345 per delegate	€345 / £295 per delegate
2+ Places	€345 / £295 per delegate	€310 / £265 per delegate

Delegate Details

Delegate Name	Position	Event title	Date	Email Address
1.		Boosting Employment in the EU: Developing Skills and Reducing Social Exclusion	18/02/14	
2.				
3.				
4.				
5.				
6.				

Key Contact Details

Name: _____
 Organisation: _____
 Department: _____
 Address: _____
 Telephone: _____
 Fax: _____
 Email: _____

I wish to receive joining instructions exclusively on behalf of the delegate(s)

Invoice Details

Name: _____
 Organisation: _____
 Department: _____
 Address: _____
 Telephone: _____
 Fax: _____
 Email: _____

Same as key contact details
 Tick if you **DO NOT** wish to receive invoice by email
 Purchase Order No. (if applicable): _____

Method of Payment

I will pay €/£ by credit card. Please contact me to obtain the necessary details
 Please invoice my organisation for €/£
 I enclose a cheque for €/£ payable to Public Policy Exchange Ltd

NOTE: UK registrations are subject to VAT which is charged at 20%

Confirmation

I/We agree to notify you of all cancellations and changes in writing no less than 30 days prior to the date of the event. I/We further agree to pay €120/£100 administration charge per place on cancellation. If cancellation is received less than 30 days prior to the date of the conference then the full fee is payable; however, a substitute may be sent.

Signed: _____
 Date: _____

**PLEASE EMAIL BACK TO bookings@publicpolicyexchange.co.uk
 OR FAX BACK TO +44 845 606 1539**