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**Symposium & Alumni Event Booking Form**

**Symposium – Monday 9th & Tuesday 10th October 2023**

**Alumni Event – Monday 9th October 2023**

**See programme for event timings**

**Please complete a separate Booking Form for each delegate and complete all sections**

Full Name ………………………………………………………………………………………………………………………………

Organisation ………………………………………………………………………………………………………………………….

Department/Job Title ……………………………………………………………………………………………………………

Tel …………………………………………………………………… Mobile ……………………………………………………

Email…………………………………………………………………………………………………………………………………………

***Do you have any special requirements?*** Access  Other  Dietary 

Please specify ……………………………………………………………………………………………………………………….

**Please tick which event(s) you are attending…**

**Symposium Cost for members: £120** (£100 + VAT)

**Symposium Cost for non-members: £140** (£116.67 + VAT)

**Alumni Event Cost: £40** (£33.33 + VAT)

Symposium fee includes refreshments and light lunch on both days. The Alumni evening event includes a 2-course evening meal.

Piece of music that means something to you (title/artist).…………………………………

***Payment***

***By invoice***: Please complete invoicing details below

For the attention of ……………………………………………………………………………………………………………

Address…………………………………………………………………………………………………………………………………

………………………………………………………………………………………………Postcode………………………

Tel…………………………………………………Email……………………………………….…………………………………………

***Please provide a Purchase Order number …………………………………………. When returning this booking form. Failure to do so, may result in delay in confirmation of delegate place.***

**I have read and agreed to the terms and conditions below.**

Signature ……………………………………………………………… Date ……………………………

**Terms and conditions**

Cancellations made within 14 days of the events will be liable to full fees; cancellations within 31 days will be subject to a 25% administration fee. Full payment must be received 14 days prior to the first date.

**Please return completed booking form to** [**events@tlswi.com**](mailto:events@tlswi.com)

Company registered in England & Wales: 12441180 VAT number: GB347 5697 52