

**TLSWi 3rd International Conference, London - Booking Form**

**Thursday 6th, Friday 7th & Saturday 8th June 2024 (10am – 4pm)**

**See programme for full 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 ………………………………………………………………………………………………………………………
***Conference venue doesn’t currently have a lift; however they do have a ‘stair climber’ please contact TLSWi Events Team for more information.***

**Please tick applicable fee…**

[ ]  **Early Bird Cost for members: £259** (£215.84 + VAT)

[ ]  **Early Bird Cost for non-members: £279** (£232.50 + VAT)

Early Bird rates are applicable for bookings made by 31st March 2024

[ ]  **Cost for members: £289** (£240.84 + VAT)

[ ]  **Cost for non-members: £309** (257.50 + VAT)

Fee includes refreshments and light lunch on all three days.

***Payment***

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

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

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

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

Tel…………………………………………………Email…………………………………………………………………………………

***To secure your place at this event a Purchase Order is required when returning this booking form. Your place at this event will not be confirmed without receipt of the Purchase Order.***

**Purchase Order Number……………………………………………………………………………..**

**If you are self-funding your place, a Purchase Order is not required.
I have read and agreed to the terms and conditions below.**

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

**Terms and conditions**

Cancellations made within 14 days of the event will be liable to full fees; cancellations within 31 days will be subject to a 25% administration fee. Full payment must be received no later than 14 days prior to the first date.

**Please return completed booking form to** **events@tlswi.com**

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