

Seminar Booking Form

Download the booking form, complete electronically, save and then email to [training@ace-ed.org.uk](mailto:training@ace-ed.org.uk) as an attachment. We will contact you to confirm your booking. Thank you.

**Seminar Title:**

**Seminar Date:**

Number of places required:

**DELEGATE DETAILS - FOR *EACH* DELEGATE PLEASE INCLUDE**

Name:

Email:

Job title:

Any special requirements (e.g. dietary, access, audio-visual etc):

**ORGANISATION DETAILS**

Name of organisation:

Address:

Telephone number:

**PRICES – ENTER NUMBER OF PLACES IN THE RELEVANT SECTOR**

|  |  |  |
| --- | --- | --- |
|  |  | No. of places |
| Commercial sector | £315 |  |
| Public & Charity sector | £275 |  |
| Small charities *(max 5 paid staff)* | £215 |  |

**PAYMENT DETAILS**

Contact name for invoice:

Email for invoice:

Telephone number in case of query:

**Purchase Order Number** (if relevant):

Cheque payments – please make payable to: *ACE Education Training LLP* (delegate name on reverse) and send to: ACE Education, 72 Durnsford Road, London N11 2EJ

**EXTRA TRAINING PACKS**

If you have colleagues that are unable to attend the seminar you can purchase the seminar training pack separately at £100. Please send me……copy/ies of …………………………………pack/s

**MARKETING**

How did you hear about this training? *E.g, marketing email, recommendation*

**CANCELLATION**

There is a £50 admin charge for all cancellations. A refund is only given if the cancellation is made at least 21 days before the seminar date. Full terms and conditions are on our [website](http://www.ace-ed.org.uk/training-and-consultancy/ace-training-seminars?ba637d5a-2ce1-48e2-89d6-c14b1c0c9fb2).

**YOUR PRIVACY**

We will keep your information safe and will not share your details with anyone else for marketing purposes. See the ACE Privacy statement on our [website.](http://www.ace-ed.org.uk/about-ace-education/privacy-statement?828e89f9-0ca0-4aea-8c78-6f561d16b6a8)