

Plymouth Welfare Rights Forum

Conference Booking Form

Change – What are the Benefits?

Thursday 23rd October 2008

The Theatre Royal
Plymouth

Fees and Bookings

Delegate	Fee / delegate
Voluntary and not for profit sectors	£40
Public / statutory sector	£60
Private sector	£80

If you are unsure which category applies to you, please contact PWRF on 01752 507710

Terms and Conditions of Booking

1. All booking forms appropriately completed and received will be considered an official order for a conference place.
2. Where payment is not received with the booking form, an invoice will be raised and payment will be due according to the terms of that invoice whether the delegate attends or not. If payment is not received by the due date of the invoice, then the place(s) reserved may be offered to other delegates.
3. Any bookings for the conference that are cancelled within 2 weeks of the event will not be eligible for a refund.
4. Any other cancellations will forfeit £15.00 as a contribution towards administration costs.
5. Any delegate changes to your booking may incur an additional administrative charge of £5.00.

Bookings

Please reserve place(s) for the conference 'Change – What are the Benefits?'
Thursday 23rd October, 2008

Company / Organisation:

Address:

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Postcode: Tel: Fax:

E-mail:

Name of delegate(s) and job title (for badges and delegate list):-

First name and surname

Job title

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Wherever possible PWRF will wish to communicate via e-mail. Please ensure you provide us with an e-mail address that is accessible to you.

Data Protection Notice

Plymouth Welfare Rights Forum will only collect those details we need to process your conference booking. Your details will not be used for any other purpose and they will only be retained for as long as is necessary to facilitate the conference.

Additional Requirements

Please mention any dietary requirements you wish us to consider:

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Please tell us if you have any other additional needs. If you have a hearing impairment and wish us to provide a signer, we require a minimum of one month’s notice to secure this service and although we will do our best, we cannot guarantee this service:

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Workshops

There are four choices for workshops and we are only able to offer you the choice of two of these. Please indicate your two main choices and also indicate a third reserve choice in case any of the workshops are oversubscribed:

- 1. Incapacity benefit changes – how are they working?
- 2. Back to work – preparing the workless
- 3. Back to work – implications for employers
- 4. Local housing allowance

Delegate Name	1st choice	2nd choice	3rd choice
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Exhibition Stands

Exhibition stands are available to book at a cost of £100 for a large stand and £50 for a small pop up stand. The Exhibition Fee also entitles one person to attend the conference at 50% of the normal Delegate Fee. Should you require a second person to attend as a delegate, you will need to book an additional delegate place at the full fee. If you wish to attend as a delegate also, please enter your details under Bookings on the reverse of this page.

Please reserve stand (s) for the conference ‘Change – What are the Benefits?’

Company / Organisation:

We enclose our remittance of £ or please send invoice

Name of authorising person: Date:

Signature:

Please make cheques payable to Plymouth Welfare Rights Forum
Please return the completed form to:
Plymouth Welfare Rights Forum c/o Plymouth Citizens Advice Bureau,
Floor 2, Cobourg House, 32 Mayflower Street, Plymouth PL1 1QX
Tel: 01752 507710 Fax: 01752 253928
Email: contact@plymouthwelfareforum.co.uk
Web: www.plymouthwelfareforum.co.uk