



BOOKING FORM

Main Contact Name _____ Main Contact Email Address _____ Main Contact Phone Number _____

Delegate(s) Name(s)

1.	4.
2.	5.
3.	6.

Delegate(s) Job Title(s)

1.	4.
2.	5.
3.	6.

Delegate(s) Email Addresses

1.	4.
2.	5.
3.	6.

Company Name _____

Full Mailing Address _____

ZIP code: _____

Package(s) Please select ONE package per delegate

	Del 1	Del 2	Del 3	Del 4	Del 5	Del 6
Conference + Focus Day (Choose A, B or C)	A B C	A B C	A B C	A B C	A B C	A B C
Conference only						
Focus Day only (Choose A, B or C)	A B C	A B C	A B C	A B C	A B C	A B C

Total Price _____

To register groups of more than 6, please attach a second booking form. No need to complete payment details on second form.

Payment Details

Credit Card

Name on Card _____
Valid From (if applicable) _____
VAT Number _____

Card Number (16 digit number on the front of the card) _____
Expiry Date _____ Security Code _____
Initials _____ Date _____

OR I will be paying by bank transfer – I understand that the payment must be received before the next booking deadline to claim the current prices.

I will be making the bank transfer on _____ date.

Bank Transfer

When you have completed the form – please save and email it to your point of contact at Hanson Wade (LEAP HR), or info@leap-hr.com

TERMS & CONDITIONS

Full payment including VAT is due upon receipt of registration. If registration is less than 14 days before event full payment is due on registration

CANCELLATION AND SUBSTITUTION POLICY

A substitution from the same organisation can be made at any time in writing at no extra charge. Cancellations must be received in writing. If the cancellation is received more than 14 days before the conference attendees will receive a full credit to a future conference.

Cancellations received 14 days or less (including the fourteenth day) prior to the conference will be liable for the full fee for full registration terms and conditions, please visit the conference website.