

Leading workforce thinking



The ICC, Birmingham, 3-5 November 2009

Group discount booking form

Group booking discounts are available for NHS organisations only.

To book your conference places please complete the delegate details and post the completed form to NHS Employers annual conference and exhibition, NHS Employers, 2 Brewery Wharf, Kendell Street, Leeds LS10 1JR or return to us by fax on 0870 487 1581. Any questions call 0844 800 5987 or email annualconference2009@nhsemployers.org.

Book your place in 6 easy steps

Step 1 – Select your discount package

Please note the discount applies to the full three-day conference rate only. Please complete the delegate details over the page. To book more than seven delegates please call 0844 800 5987.

<input type="checkbox"/> 3 delegates booking together	You save £148.50 (save 10%)	You pay £1,336.50 + VAT = £1,536.96
<input type="checkbox"/> 4 delegates booking together	You save £297.40 (save 15%)	You pay £1,683.00 + VAT = £1,935.45
<input type="checkbox"/> 5 delegates booking together	You save £495.00 (save 20%)	You pay £1,980.00 + VAT = £2,277.00
<input type="checkbox"/> 6 delegates booking together	You save £594.00 (save 20%)	You pay £2,376.00 + VAT = £2,732.40
<input type="checkbox"/> 7 delegates booking together	You save £693.00 (save 20%)	You pay £2,772.00 + VAT = £3,187.80

Step 2 – Book places for the black tie dinner

Each delegate has the option of booking a place at our our conference dinners on the form overleaf. Places are limited so early booking is advised. The dinners are not included in the discounted price so please add the appropriate charge for each delegate.

Networking dinners: 3 November 2009 **£45.00 + VAT = £51.75**

These will be held at local restaurants.

- Hosted by Clare Chapman, Department of Health
- Hosted by Neil Douglas, Academy of Medical Royal College
- Hosted by Dr Helen Bevan, NHS Institute of Innovation and Improvement
- Hosted by Dr Peter Carter, Royal College of Nursing and Anne Marie Rafferty, King's College London

Conference dinner: 4 November 2009

The black tie dinner will be held at the ICC on Wednesday 4 November 2009.

- Annual conference black tie dinner **£59.00 + VAT = £67.85**

Step 3 – Complete your delegate information

You do not need to provide all delegate names to complete a group booking. However we recommend you do this as soon as possible to ensure delegates can book their dinner places and the sessions they want. We must receive all delegate names at least four weeks before the event.

*Your mobile number will be used for onsite communication only, e.g. programme changes.

Organisation name

Address

Postcode

Telephone

Tick if you do not wish to be included on the delegate list

Delegate 1: Title First Name Surname

Job title Email

Mobile* Dietary/access requirements:

Networking dinners: Clare Chapman Neil Douglas Dr Helen Bevan Dr Peter Carter

Conference dinner: Black tie dinner

Delegate 2: Title First Name Surname

Job title Email

Mobile* Dietary/access requirements:

Networking dinners: Clare Chapman Neil Douglas Dr Helen Bevan Dr Peter Carter

Conference dinner: Black tie dinner

Delegate 3: Title First Name Surname

Job title Email

Mobile* Dietary/access requirements:

Networking dinners: Clare Chapman Neil Douglas Dr Helen Bevan Dr Peter Carter

Conference dinner: Black tie dinner

Delegate 4: Title First Name Surname

Job title Email

Mobile* Dietary/access requirements:

Networking dinners: Clare Chapman Neil Douglas Dr Helen Bevan Dr Peter Carter

Conference dinner: Black tie dinner

Delegate 5: Title First Name Surname

Job title Email

Mobile* Dietary/access requirements:

Networking dinners: Clare Chapman Neil Douglas Dr Helen Bevan Dr Peter Carter

Conference dinner: Black tie dinner

Delegate 6: Title First Name Surname

Job title Email

Mobile* Dietary/access requirements:

Networking dinners: Clare Chapman Neil Douglas Dr Helen Bevan Dr Peter Carter

Conference dinner: Black tie dinner

Delegate 7: Title First Name Surname

Job title Email

Mobile* Dietary/access requirements:

Networking dinners: Clare Chapman Neil Douglas Dr Helen Bevan Dr Peter Carter

Conference dinner: Black tie dinner

Subtotal for dinners including VAT

Delegate place discount package including VAT

Total

Step 4 – Nominate your lead contact

Please provide contact details for the person who is the lead contact for this booking (this could be one of the delegates or a PA).

Name _____

Telephone _____

Email _____

Step 5 – Select your method of payment

Cheque – I enclose a cheque for £ _____ made payable to NHS Employers

Invoice – Please invoice my organisation for the sum of £ _____

You must provide an official purchase order number _____

Invoices must be paid in full prior to the event

Credit card – Please charge my credit card for the sum of £ _____

Mastercard / Visa / Maestro / Switch (delete as appropriate) _____

Number _____ Issue number (Maestro / Switch) _____

Expiry date _____ Security code _____

Last three digits on signature strip _____

Signature _____

Invoice/cardholder address if different to that in step 1

Name _____

Organisation _____

Address _____ Postcode _____

Step 6 – Read the terms and conditions

Please sign below to confirm you have read and understood the terms and conditions of your booking

Signature _____ Date _____

Please read the terms and conditions of your booking

You will be given the opportunity to book your sessions and networking activities once the programme has been finalised. We will contact you with the appropriate booking details.

Delegates will receive confirmation of their booking within ten working days of receipt of the booking. Registration details and a map will be sent two weeks before the annual conference.

All delegates must confirm their name, job title and organisation four weeks prior to the event. Unless you specify when booking you will be added to the delegate list that will be circulated to conference delegates and exhibitors. Any changes to your details received less than four weeks prior to the event may not be included on the delegate list. Amendments can be made at the registration desk at the event.

To qualify for the group booking discount delegates must book as a group. The discount applies to conference places only (ie, not dinner places) and is only available to NHS organisations.

Conference places are not transferable, however delegate substitutions are possible. Please make these changes in writing four weeks prior to the event or after this time at the registration desk.

All cancellations must be made in writing. If you cancel your booking less than ten weeks prior to the event you will be charged 50 per cent of the delegate fee. If you cancel less than six weeks prior to the event you will be charged the full delegate fee. This also applies to group discount bookings. If you cancel any dinner booking less than four weeks prior to the event you will be charged the full fee. This charge covers the cost that we incur on your behalf.

This year we are asking all delegates to provide us with their mobile phone number so that, if necessary, we can still communicate with you once we are all on-site in Birmingham. This information will not be shared with any third party and will only be used to contact you with specific information about the conference (such as programme changes). If you would like to take advantage of this facility, please email your mobile number to annualconference2009@nhsemployers.org so that we can update your booking.

There will be a photographer taking photographs during the event. By signing the booking form, you agree that NHS Employers may use images of you or your team for promotional purposes.

Programme details are correct at time of going to press. We reserve the right to make changes where necessary.

NHS Employers may wish to contact you with details of publications or events which we feel will be of interest to you. Please tick here if you do not want us to do this.

NHS Employers may from time to time wish to share your information with our event partners. Please tick here if you are happy for us to do this.



Find out more online

www.nhsemployers.org/2009

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working on behalf of the 

