

BOOKING FORM

The Leadership Voyage – CO3 2010 Conference

4 & 5 February 2010, City Hotel, Derry City

You can book online at www.conference.co3.bz

**Early Bird
Discount**
Deadline:
6 Nov 2009

Photocopy and complete **one form per person** in BLOCK CAPITALS

Fax to **028 90 241061** or post to: **CO3, 34 Shaftesbury Square, Belfast, BT2 7DB**

1 REGISTRATION (please tick the appropriate box)

| | Early Bird Rate* | After 6 Nov 2009 |
|--|-------------------------------|--|
| Member Rates | | <i>CO3 is not registered for VAT</i> |
| Residential | <input type="radio"/> £225.00 | <input type="radio"/> £245.00 |
| Non Residential | <input type="radio"/> £130.00 | <input type="radio"/> £150.00 |
| Non Residential & Leadership Awards Dinner | <input type="radio"/> £175.00 | <input type="radio"/> £195.00 |
| Leadership Awards Dinner only | <input type="radio"/> £50.00 | <input type="radio"/> £50.00 |
| Non Member Rates | | <i>To find out more about becoming a member of CO3 and availing of our member rates visit www.co3.bz</i> |
| Residential | <input type="radio"/> £325.00 | <input type="radio"/> £345.00 |
| Non Residential | <input type="radio"/> £230.00 | <input type="radio"/> £250.00 |
| Non Residential & Leadership Awards Dinner | <input type="radio"/> £275.00 | <input type="radio"/> £295.00 |
| Leadership Awards Dinner only | <input type="radio"/> £55.00 | <input type="radio"/> £55.00 |

2 ATTENDEE DETAILS

Firstname _____ Surname _____

Organisation _____

Email* _____ * NB. Event instructions will be emailed before the event, so please ensure that this address is accessible by the delegate

Special needs / dietary requirements _____

Are you a member of CO3? Yes – move to section 3 No – complete all of section 2

Sector Third Public Sector Private Sector

Job title _____

Organisation Address _____

Postcode _____

Telephone _____

3 METHOD OF PAYMENT

Invoice Please invoice my organisation Signature _____

Cheque I enclose a cheque for £ _____ (Cheques made payable to CO3 Chief Officers 3rd Sector)

BACS I enclose remittance advice

Bank: Northern Bank **Account No:** 42767856 **Sort Code:** 95-00-05

Account Name: CO3 Chief Officers Third Sector

Credit/Debit Card To pay by credit/debit card please book online at www.conference.co3.bz

4 TERMS & CONDITIONS

HOTEL ACCOMMODATION

A limited number of discounted hotel rooms have been reserved at the hotel where the conference & dinner is to be held which is in the City Hotel. Rooms will be allocated on a first come first served basis.

TERMS AND CONDITIONS

Completion of this form constitutes a legally binding agreement. CO3 reserves the right to change the event or course programme and venue without notice.

EVENT/COURSE INSTRUCTIONS

Event/course instructions will be sent to you by email. CO3 cannot be held responsible for the non-arrival of information. If you have not heard from CO3 within 7 days before the event it is your responsibility to contact CO3 on 028 90 24 53 56 or email tracey@CO3.bz

CANCELLATIONS

Cancellations of places must be received in writing to tracey@CO3.bz

Cancellations received 4 weeks or more before the event = 50% refund. Cancellations received less than 4 weeks before the event = no refund. Alternatively you can transfer the place to another delegate by emailing tracey@CO3.bz

CO3 is not able to offer refunds for cancellations arising from events outside of our control, including adverse weather conditions, flooding, or industrial action.

DATA PROTECTION

The information you provide will be held on a database to process the booking and so we can keep you up to date on relevant CO3 products and services. We do not pass your details on to any external companies for marketing purposes. If you do not wish to receive any further information from CO3 please email tracey@CO3.bz

** Please note – the early bird discount is only applicable to booking forms received on or before 6 November 2009. Fees for bookings received after this date will be charged at the full rate.*

Promoting Excellence in Third Sector Leadership

TEL 028 90 245356 **FAX** 028 90 241061

EMAIL tracey@co3.bz or tony@co3.bz **WEB** www.co3.bz